

A COVER LETTER

Read Alex's cover letter and write in the box the letter of the paragraph that corresponds to each part of a cover letter:

- ☐ closing formula
- ☐ sender information
- ☐ professional experience
- ☐ date

- ☐ signature
- ☐ enclosed documents
- ☐ skills
- ☐ recipient information

- ☐ education
- ☐ greeting
- ☐ purpose of the email
- ☐ closing paragraph

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B TechWorld IT Services
176 Main Street
London, EC1 2AS

28th June 2025 **C**

D Dear Sir or Madam,

E I am writing to apply for the position of IT Support Technician at TechWorld IT Services which I found advertised on the *Employ UK* website last week. I am a dedicated and motivated computer technician and I strongly feel I would be a valuable addition to your team.

Regarding my training, I completed an Intermediate (Level 2/3) Vocational Qualification in Networked Microcomputer Systems at IES Teis in Vigo, where I learned about hardware installation, operating systems, and basic networking. I also studied cybersecurity and troubleshooting procedures, which gave me a solid foundation for technical support tasks. **F**

G Although I am at an early stage in my career, I gained professional experience during my internship at NetLink Solutions, where I assisted users with software and network issues, configured workstations, and performed maintenance on computer equipment under supervision.

Concerning my skills, I am patient when solving user problems and I communicate clearly and effectively. I work well in teams, adapt easily to new systems, and enjoy learning about new technologies and tools. I am also confident using Windows and Linux environments. **H**

I I would be delighted to join your company and contribute to ensuring smooth IT operations for your clients. I enclose my CV, which provides further details about my education, training, and technical skills.

Thank you for considering my application. I am available for an interview at your convenience. Please do not hesitate to contact me via e-mail or phone. I look forward to hearing from you. **J**

K Yours faithfully,
Alex Martín **L**

