**[TU NOMBRE]**

**[TU DIRECCIÓN]**

**[FECHA]**

To

**[NOMBRE DE TU RECEPTOR]**

**[NOMBRE DE LA COMPAÑÍA]**

**[DIRECCIÓN COMPLETA]**

Dear **[NOMBRE DE TU RECEPTOR]**

My name is **[TU NOMBRE]** and I am currently a **[TU CARGO O NOMBRE DE TU PUESTO]** at **[NOMBRE DE LA COMPAÑÍA DONDE TRABAJAS]**. I have been working in this field for **[TIEMPO QUE LLEVAS TRABAJANDO EN TU ÁREA PROFESIONAL]**.

I am interested in advancing my career in this specific area and have been looking for an opportunity to apply my expertise and knowledge in a more nurturing setting. I know that **[NOMBRE DE LA COMPAÑÍA DE TU RECEPTOR]** is working in this particular field and I would love to hear more about your work. If you have the time, I would like to arrange a meeting, whether online or in person, for an informational interview.

If this is possible, please contact me as soon as you can. I have attached my resume for your review and look forward to hearing from you.

Thank you so much for your time.

Regards,

**[TU NOMBRE]**

**[TU INFORMACIÓN DE CONTACTO]**