[FULL NAME / NOMBRE Y APELLIDO]

[PHONE NUMBER /NÚMERO DE TELÉFONO]

[E-MAIL / CORREO ELECTRÓNICO]

[CITY, STATE / CIUDAD, ESTADO]

[MONTH, DAY, YEAR / MES, DÍA, AÑO]

To whom it may concern,

I am writing this letter, because I am applying to [POSITION YOU ARE APPLYING FOR /PUESTO AL QUE SE POSTULA]. I saw your advertisement on [JOB BOARD / BOLSA DE EMPLEO] and it seems very interesting.

I have the ability to [EXPLAIN YOUR SKILLS AND KNOWLEDGE RELATED TO THE POSITION / DESCRIBIR TUS HABILIDADES Y CONOCIMIENTOS RELACIONADAS CON EL CARGO].

As a proof of my experience, in my last job I was able to [DESCRIBE YOUR ACHIEVEMENTS IN YOUR LAST JOB /DESCRIBIR TUS LOGROS EN TU ÚLTIMO EMPLEO]. These results reflect my ability to reach the company’s goals.

Please accept this cover letter and resume as a strong show of interest.

If you are interested in my profile, I am available for an interview to talk about my skills and experience.

Thank you for your time and consideration.

Kind regards,

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FULL NAME / NOMBRE Y APELLIDO