DIRECCIÓN/Address

MES/month XX, 20XX

**NOMBRE/Name**CARGO/Position  
**EMPRESA/Company**  
DIRECCIÓN/Address

Dear Mr/Mrs/Ms NOMBRE/Name,

My name is NOMBRE/Name and I studied CARRERA/Program at the UNIVERSDIAD/University. I recently completed an internship at EMPRESA/Company. I am contacting you to express my sincere interest in working at EMPRESA/Company, as I admire your company's line of work, especially regarding your \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Please consider my request for employment if a position becomes available.

During my time at the UNIVERSIDAD/University I was able to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

I am aware that these types of projects are of interest to EMPRESA/Company, because they are \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Thank you for taking the time to read my letter and for considering me. I look forward to speaking with you more about my qualifications, that is why I am leaving you my contact details in case it is possible to arrange an interview, or if a job opportunity comes up to which I can formally apply.

Regards,

**NOMBRE/Name**  
(555) 55-555-5555  
e-mail