

STRUCTURE: LETTER OF APPLICATION

PARAGRAPH 1

Dear Sir/Madam, / Dear Mr Smith,

Explica a qué trabajo/beca/curso quieres optar y dónde y cuándo lo has visto anunciado.

PARAGRAPH 2

Explica tu formación relacionada con la oferta.

Habla de tu experiencia laboral previa relacionada con la oferta.

PARAGRAPH 3

Explica por qué tienes interés por el puesto y qué te hace ser el mejor candidato para el mismo.

PARAGRAPH 4

Indica cuándo estás disponible para una entrevista, agradece la atención y cierra la carta formalmente.

LANGUAGE

OPENING

Dear Sir / Madam, (si no se nos indica el apellido del anunciante en la tarea)

Dear Mr Smith, / Dear Ms Rodriguez, (si sí lo sabemos)

I am writing to express my interest in the position in,
which I recently saw advertised on

I am writing in response to your advert for

EXPLAINING YOUR QUALIFICATIONS/SKILLS

As you can see from my attached CV...

I have always been interested in ...

I have completed/finished a course / degree ...

In the near future, I would like to learn/improve ...

In my previous job as a , I was responsible for + ing (explain your past duties)

Moreover, I also have some experience

Although I do not have experience, I am a fast learner and I am eager to gain new skills.

PREVIOUS EXPERIENCE AND CLOSING

I am interested in applying / this position because it will help me to ...

I believe your position will be a fantastic opportunity to ...

People often describe me as a worker. (Use a variety of adjectives) I would be a good candidate for this job because I am

I am available for an interview at any time.

Do not hesitate to contact me for more details.

I look forward to hearing from you soon.

Yours faithfully, (si has empezado con Dear Sir/Madam,)

Yours sincerely, (si has empezado con Dear + name)

ADJECTIVES TO DESCRIBE YOURSELF AS A WORKER

Hard-working
Energetic
Creative
Passionate about ...
Organised
Fluent in German, French ...
Comfortable in multilingual environments
Efficient
Loyal
Reliable
Innovative

FORMAL LETTER TO APPLY FOR A JOB

Dear Ms Kudrow,

I am writing to express my interest in the group leader position in your summer camp which I saw advertised on the Job Centre website last week.

As you can see from my attached CV, I am keen on children and I am currently finishing my Education degree. Moreover, I have taken a six-month intensive English course in Brighton and therefore I am able to speak the language fluently. As well as this, I have been part of a basketball team since my childhood and I enjoy any type of sport.

In my previous job as a teacher assistant in a summer school, I was responsible for organising different activities outside the traditional classroom: basket, music and drama.

I am now interested in this position because I would like to gain experience combining my two passions: children and sports. I believe I am a good candidate for the position since I am an energetic, easy-going and reliable person.

I am available for an interview at any time. Do not hesitate to contact me for further details. Thank you in advance for considering my application.

Yours sincerely,

Carla Sebastián

Dear [Manager's Name],

I am writing to apply for the position of **Beautician** at **[Salon/Spa Name]**, as advertised [mention where you saw the job posting if relevant]. With my background in beauty therapy, strong customer service skills, and passion for helping clients look and feel their best, I am confident I would make a valuable addition to your team.

I hold a **[diploma/certificate]** in Beauty Therapy and have hands-on experience in skincare, haircare, makeup application, and nail treatments. In my previous role at **[previous salon/spa]**, I provided a wide range of beauty services while maintaining high standards of hygiene, safety, and client satisfaction. My ability to build strong relationships with clients and tailor treatments to their needs has consistently resulted in repeat business and positive feedback.

What excites me about **[Salon/Spa Name]** is its reputation for **[something specific about the salon—e.g., high-quality treatments, innovative techniques, or excellent customer care]**. I am eager to contribute my skills, creativity, and dedication to enhancing your clients' experience.

I would welcome the opportunity to discuss how my skills align with your needs in more detail. Thank you for considering my application. I look forward to the possibility of joining your team and contributing to the continued success of your salon.

Sincerely,
[Your Full Name]