

Dear Mrs Roberts,

I am writing to you in response to the advertisement published recently on the Internet, included within the site Infojobs. I hope you will not mind spending a little bit of your valuable time reading my résumé.

First of all, I want to introduce myself; I am a thirty years old worker. I am a Bachelor of arts in Publicity and Public Relation. Moreover I have just finished a postgraduate degree in Community Manager and I Keep on studying English in the English State School.

Regarding my personal skills, I consider myself a serious professional, reliable and hard-working. I love working in a team because I believe It is very interesting to learn from all your mates. In addition, I think I am extroverted and sociable. I love interacting with other people and I hate finding impediments to get it so last september I started to learn Spanish Sign Language.

On the other hand, I have to say you I have worked for seven years in two mains radiostations in Spain: SER and COPE. I have a great relationship with all my mates and my leaders so if you want, they will give you greats references about me.

In conclusion, I think the vacancy offered is the opportunity I had always been mourning for. In your company I will get my career goal, achieving the best results in the most efficient way, I am sure. I am looking forward to hearing from you soon.

Yours truly,

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