



RECOMENDACIONES PARA ELABORAR UNA COVER LETTER PARA EL PROGRAMA DE BECAS LEONARDO DA VINCI

Isagani de la Cruz

C/ Jiménez, 3, 54895

Toledo, Spain

Tlf: +34687954114

Comentario [S1]: Incluye siempre tu información personal a la derecha

Comentario [S2]: Incluye siempre el código internacional

ePacific Global Contact Center Inc.

17th Floor, Orient Square Bldg.

Emerald Avenue, Ortigas Center

Pasig City

Comentario [S3]: Incluye los datos de la empresa si dispones de ellos. Normalmente en una solicitud para una beca de prácticas, no conocerás los datos de la empresa. En tal caso, no incluyas esta información.

March 18, 2012

Comentario [S4]: La fecha siempre a la derecha

Dear Sir, Madam,

Comentario [S5]: Si no conoces a la persona a la que te diriges, puedes utilizar esta fórmula. También puedes usar: "To whom it may concern."

I have read your classified advertisement published through the newspaper that your company is looking for a Call Center Agent as part of your 2012 expansion. Thus with this, I am submitting my Curriculum Vitae attached with the necessary requirements to seek from you an opportunity. I shall be pleased to consider me as a qualified applicant.

Comentario [S6]: En el primer párrafo habla de dónde viste la oferta y por qué te interesa brevemente.

I am 21 years of age, single and a graduate of the University of Saint Louis, Tuguegarao City, Cagayan Valley with the degree of Bachelor of Arts majored in Political Science. During my college years, I was an active officer to our organization Political Science Society wherein I was given the opportunity to lead my colleagues for a couple of years being the coordinator. I did also participate in other intra and extracurricular activities. Furthermore, I am adaptable to all kinds of works and situations. Due to my experience abroad due to an Erasmus Exchange in 2008-2009 in Belgium, I am able to adapt to multicultural environments and this opportunity gave me a proficient level of English and French.

Comentario [S7]: Para realizar este párrafo, elige lo más llamativo de tu CV y redáctalo en oraciones. Si tienes experiencias internacionales, indícalas, y justifica diciendo cómo adquiriste cada una de las competencias que dices que tienes.

After my graduation on March 2010, I was luckily employed at the Bombo Radyo Philippines (DZGR Bombo Radyo Tuguegarao City branch) for the position of Field Reporter.

Thank you for considering my application. I would be proud to be part of your company. I hope to get a chance to discuss my qualification and goals with you. I can be reached at +34687954114 at all times.

Comentario [S8]: Indica cuándo pueden llamarte, tu disponibilidad.

Yours faithfully,

Comentario [S9]: Esta es la fórmula para cerrar la carta cuando no conoces a quién va dirigida. Si conoces el destinatario, la fórmula para cerrarla es "Yours sincerely".



ISAGANI DE LA CRUZ

Comentario [S10]: Recomendable incluir firma. Imprime la carta, fírmala, escanéala. O bien, instala tu firma en el pdf para poder firmar cada carta que escribas automáticamente.