

CARTA PRESENTACION TIPO

Nombre

Telefono

Direccion

Fecha

Dear **Mr/Ms xxxx (segun corresponda)**

My name is **xxxx** and I am contacting you because I am very interested in the position that you are offering as **xxxx(el puesto que aplicas)**. I am a hard worker, reliable and a very professional individual. I am very passionate about giving good customer service. I have a lot of experience working in different **hotels, restaurants and have often set up and served at banquets and conferences. (Tu experiencia)**

Hence I believe that all of this work experience, combined with my personal skills, makes me the ideal candidate for this job and I am convinced of my ability to make a huge positive impact on every work team that I join. Thank you very much in advance for accepting, reviewing and hopefully responding to my application. It makes me very excited the idea of working for a reputable company like yours that only employs the very best.

Please, find attached my resume.

Yours sincerely

Xxxx (tu nombre como firma)