

Materia: ingles de negocios

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COVER LETTER

A 'Cover Letter' is a letter in which the employee indicates the reasons why he is interested in working at the company. In many countries it is mandatory to write the 'Cover Letter'.

The goal of a cover letter is to convince a recruiter to read our resume. By doing it in English, it can also act as a level test, since the writing of a complete text is a very informative measure of our abilities.

A Cover Letter or as it is called in Spanish, Letter of Presentation, can be the key to arouse the employer's interest in you.

Employers expect your letter to briefly tell them who you are, why you are applying for the position, and what makes you qualified for it. If you have experience in a similar job, give some details about it.

You don't want to be too relaxed in your letter, but you also don't want it to be too serious. This is not an email or text message, so use professional language. Let some of your sense of personality, humor, flexibility, and creativity show in relation to the position you're applying for.