

To Whom it May Concern,

I am writing to apply for the job of _____ that I saw advertised on _____ website.

I am a recent graduate of _____ University, and I have a degree in _____.

I am fluent in English and Spanish and have experience working in _____.

I believe I would be an excellent fit for this job as I have the necessary skills and experience.

In addition, I am a motivated individual who always looks for new challenges.

I am confident I could be an asset to your company if given the opportunity.

Thank you for your time and consideration.

Sincerely,

Name: