

NAME SURNAME

Via \_\_\_\_\_

Città

CAP

Mobile:

Email:

To Human Resource Manager's attention

SUBJECT: APPLICATION LETTER

Brescia, .....

Dear Sir/Madam,

I'm writing to you because I would like to apply for a internship to your firm / company / structure.

I studied at CFP Canossa vocational school in Brescia and I obtain my Vocational Diploma

As you can see in my attached CV, I am 18 years old and I live in Brescia. I attended fourth year at the Vocational school C.F.P. "Canossa" and I got my Diploma in 2015, final mark 75/100.

I am very interested in participating in the traineeship you are offering as a gardener / waiter / waitress / cook / pastry cook because I think that this job can improve my experience. Particularly, I think I .....

I did my professional training in a well-known pastry shop near the lake of Garda, I was in charge of helping the customers, making the dough, preparing creams, assembling and decorating cakes, making assorted miniature pastry, sugar and chocolate sculptures. I worked there in December 2013 and in March 2015; it was hard work but I enjoyed it because I got a lot of experience and I realized that I really love this job.

I am a sociable person, I like working in team and I am good at mediating. I am honest and reliable.

I am good at remembering recipes and at planning activities. I am independent and patient, I have good computer skills.

I would like to get a job in London because I am seeking new challenges to progress my career, moreover I want to improve my English in one of the most exciting cities in the world.

I would welcome the opportunity to discuss my experience with you and look forward to your reply.

I thank you in advance for your consideration of my application.

Yours sincerely,

SIGNATURE