

INSTRUCCIONES PARA REDACTAR UNHA CARTA DE MOTIVACIÓN

A carta de motivación debe ser redactada no idioma do país de destino ou en su defecto en inglés:

Primeiro párrafo:

- *Breve presentación persoal*
- *Breve referencia dos teus estudos e experiencia profesional*
- *Describe o sector específico no que che gustaría desenvolver as prácticas e as tarefas que che gustaría levar a cabo*

Segundo párrafo:

- *Qué esperas das túas prácticas?*

Tercer párrafo:

- *Qué crees que poderías aportar á empresa?*

MODELOS DE CARTA DE MOTIVACIÓN

(Nome
Teléfono
Correo electrónico)

A Coruña, May 16th, 2016

To whom it may concern,

My name is and from 2011 to 2013 I studied a Middle Vocational Training Degree in International Trade. For the last two months of my training, I worked in Malta as part of an Erasmus internship program. That experience helped me to improve my English and to gain work experience. During my internship, I helped the Local Council staff to perform administrative formalities and to provide assistance to the Mayor and his team.

The reason why I accepted this opportunity was because I thought it would to be a great chance to improve my English and to gain more work experience in an International Trade company; I thought I could learn more about Import/Export operations and Marketing Management because it is the International Trade field I like the most and the reason why I have chosen to study this degree in the first place.

I am a person who learns very fast and I believe that, when I get used to the job, I will be able to improve my language skills and be really helpful for the company contributing with new ideas, trying to learn every day and doing my best. I am very interested in learning and gaining loads of experience to become a great professional in the future. I hope to be part of your teamwork and to be useful.

I hope you are interested in my profile

Yours faithfully,

(Nome e apelidos)

(Nome
Teléfono
Correo electrónico)

A Coruña, May 16th, 2016

Dear Sirs

I have recently completed my vocational education studies in cookery and gastronomy. Thank you for the opportunity you are giving me with this internship in the United Kingdom.

Like my CV demonstrates I have acquired hands-on skills such as working clean, sense of urgency and knife skills.

Currently I am doing my work placement at the Melia Maria Pita Hotel's restaurant while studying English. My stay in the UK will be a great opportunity to practise and improve my language and communication skills.

I would like to show you my abilities and knowledge which I believe will contribute greatly to my role over there. I have a good sense of responsibility and I love to work as part of a team.

I'm excited about my future experience in the UK where I hope to get involve in the culture and learn new things about gastronomy.

I am looking forward to hearing from you soon.

Yours faithfully

(Nome e apelidos)