

In response to an advertisement

XPAC, SA
Human Resources Department
C/ Noguera, 9
08001 Barcelona

Barcelona, 29 March 2018

To whom it may concern,

I am sending you my application in response to the offer published on 27 March on your website where you were requesting a commercial administrative worker.

As requested in the job offer, I am currently studying the last year of the Master's Degree in Administrative Management, which is helping me to expand my knowledge in methodological processes and to strengthen my skills.

I also want to highlight my solid knowledge of English and German, as well as my experience in the international market as a foreign trade administrator. In this sense, I could be very useful when establishing contacts from around the world. I am highly motivated to continue to progress within this sector, which is increasingly important in the expansion processes of companies.

In short, I would appreciate being able to have a personal interview with you so I can explain my motivations and strengths that make me an ideal person for this job.

I look forward to your reply with kind regards,

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