

Self-presentation letter

To: ricard.bonet@xmail.com (HR Director)

From: Jaume Villanueva

Dear Sr. Bonet,

My name is Jaume Villanueva and last Thursday 14 May I sent my CV to the HR Department, from the website of your company. I also wanted to send you an email so that I could explain more directly my interest in working in your Customer Service Department in the areas of Video Games and Consoles or in Computers and Tablets.

I am a regular customer of your stores, as you are one of the leaders in the incorporation of new technological products. Whenever I have visited them, I have received very attentive treatment and very detailed explanations of the uses and operation of the devices from your staff.

As you can read in my CV, I am about to graduate in Computer Systems and can provide extensive technical knowledge on the operation of electronic devices, especially mobile devices and consoles. In addition, in my free time I try to keep track of the latest trends in the sector, research and be up to date on the latest developments and operation of these types of devices.

On the other hand, I have worked for two years in a sports store, so I am used to dealing with the public. For me it is essential to properly inform customers about the product they are about to buy, so they come out of the establishment satisfied and can become loyal. That is why, as I said before, I especially value the treatment that your company offers to its customers.

I would be very grateful if I could visit in order to explain in more depth my knowledge and experience in this field, and for you to be able to value the possibility of me joining your company. Please find at the footer of the email my LinkedIn and Twitter addresses, as well as my phone number, where you can find extended professional and training information.

Yours sincerely,

Jaume Villanueva
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