

## COVER LETTER VZOR

Dear Madame or Sir,

I would like to apply for the vacant position of ..... at your company posted at [vancouver.craigslist.ca](http://vancouver.craigslist.ca).

In my home country, the Czech Republic, I study ..... / work as .....

I have experiences in ..... (*relevantní pro danou pozici, např. in various kinds of jobs such as working in a hotel, au pair, desk clerk, cashier, customer service, food and beverages etc.*).

*Popis osobnosti, obecné informace, např:* I am very hardworking, easygoing person willing to work under pressure and eager to work in a team. I believe my ..... skills will be an asset to this position.

*Popis Vašich silných stránek a předností, např:* I am willing to learn new things, ....., ..... . For more detailed information and experiences please see my resume.

I would be very grateful if you could provide me with further information about the position and your company (*pokud to není uvedeno v inzerátu*). You can contact me on my email or cell phone.

I am looking forward to hearing from you soon.

Yours sincerely,

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