

****Template for Dual Language Application Letter****

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

****Subject: Application for [Position Title] / Solicitud para [Titulo del Cargo]****

Dear [Recipient's Name], / Estimado/a [Nombre del Destinatario],

I am writing to apply for the position of [Position Title] at [Company/Organization Name]. / Estoy escribiendo para postularme al puesto de [Titulo del Cargo] en [Nombre de la Empresa/Organizacion].

[Paragraph 1: Brief introduction about yourself and why you are applying.]

[Primer parrafo: Breve introduccion sobre ti y por que estas postulando.]

[Paragraph 2: Highlight your relevant experience and skills.]

[Segundo parrafo: Destaca tu experiencia y habilidades relevantes.]

[Paragraph 3: Explain why you are a good fit for the company/organization and what you can contribute.]

[Tercer parrafo: Explica por que eres un buen candidato para la empresa/organizacion y que puedes contribuir.]

Thank you for considering my application. I look forward to the opportunity to discuss my qualifications further. / Gracias por considerar mi solicitud. Espero con interes la oportunidad de discutir mis calificaciones mas a fondo.

Sincerely, / Atentamente,

[Your Name] / [Tu Nombre]