

Diego Moratalla López

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Jakuh Steinhauser
Eko Bathbombs
Purkyňova 97
Purkyňova 97
61200 Brno
Czechia

Rubí, 15 May 2020
Subject: Job applying

Dear Sir/Madam,

I am writing in reply of your job advertisement as an administrative to your company EKO BathBombs.

I am interested in applying for the job that you offer. I am currently studying business administration. For the past year, I have been working as an administrative assistant in British House Languages. During the training period, I have gained valuable experience in stock control, answering the phone, archive and make photocopies. I am a positive person, responsible, communicative and organized. As you can see in my CV, I can speak three languages: Catalan, Spanish and English. I don't have a drive licence because I am not eighteen, so I can't, but I will have it when I am allowed.

I am enclosing my CV to this letter I would be happy to attend an interview with you to discuss my experience in more details.

Thank you for taking the time to consider my application.

Your sincerely,



Diego Moratalla López

 Enclosed: CV Curriculum vitae