

Dear Sirs,

My name is _____ and I'm 17 years old. I was born in _____, and now I'm studying at ITT "Marco Polo", which specialises in languages.

As a creative person, I enjoy working both as an individual and as a team member. I feel confident, motivated and I have a positive attitude to everything I do. I'm an extrovert, so I love to communicate with others, sharing and exchanging ideas.

Unfortunately, I haven't got any job experience, but I'm ready to learn new things that will help me in the future. I can speak English fluently, I've been studying it for over a decade now and ever since I realised that music was my passion — my skills have improved enormously. Currently, I'm studying French, Spanish and English, besides Italian. I also speak Ukrainian and Russian. I can use the computer pretty well, such as working on the Internet, writing with Word, using Windows Movie Maker. I know how to behave in relation to the work environment and I have lots of initiative.

My primary objective is to improve my English by working people. I want to try my social skills in a completely different environment and to have some job experience.

Yours faithfully,