

C/Islas Baleares 18. 2º B
FUENCARRAL
28080 Madrid
Spain

13th February 2003

The Personnel Manager **1**
Patterson Software plc
Milton Estate
Bath BA6 8YZ

Dear Sir or Madam, **1**

I am interested in the post of programmer advertised in The Guardian of 12 February and would be very grateful if you could send me further particulars. **2**

I am currently working for the Sempo Corporation, but my contract finishes at the end of the month, and I would like **3** to come and work in Britain. As you can see from my CV (enclosed), I have an excellent command of English and also the required qualifications and experience.

I will be available for interview any time after 6th October, from which date I can be contacted at the following address in the UK:

c/o Lewis
51 Dexter Road
London N7 6BW
Tel. 020 7607 5512

I look forward to hearing from you. **4**

Yours sincerely

María Luisa Márquez Blanco

Encl.

1 Otra alternativa puede ser *Ms Angela Summers*, ..., si en el anuncio aparece *Reply to Angela Summers* o *Dear Ms Summers*, *Dear Mrs Wright*, si en el anuncio sólo se indica el apellido.

2 *O and would like to apply for this position*, si en el anuncio se incluye suficiente información acerca del puesto.

3 O si se encuentra desempleado: *I am currently looking for work and I would like ...*

4 También: *Thanking you in anticipation/advance.*