Dear Sir

I am writing in connection with the job advertisement for a (nombre del puesto de trabajo) published in (donde viste el anuncio) on (la fecha de la publicación, ej.: 3rd May); I should like to apply for the position.

I believe that the qualifications I hold in the area of (el campo en el que trabajas) together with the experience I acquired over (cuánto tiempo llevas o llevaste en la empresa) in (lugar de tu trabajo) would suggest I am suitable for the post on offer.

I should like to have the opportunity of meeting you personally to discuss my qualifications and experience.

I enclose an up-to-date curriculum vitae, a recent photo and addresses of referees and am available should you require more information regarding my application.

Yours faithfully