



To: Human Resources Department

Dear Mr./Mrs./Ms.,

Allow me to introduce myself. My name is Mario Lozano Martínez and I am 21 years old. As part of my vocational training, I have been awarded the Erasmus grant to participate in an internship programme abroad. Now the time has come to set out into the world!

I had a broad range of cities to choose from, but without any hesitation, I chose London. For so long, I have dreamt about London's beautiful tourist attractions: Big Ben, Buckingham Palace, Trafalgar Square and so on. And finally, I have been given the opportunity to visit this fantastic city, to learn about British culture and to have my first international working experience.

I am currently taking a higher level vocational training degree in Administration and Finance at the Santa Ana y San Rafael School in Madrid. I am a second-year student. As the degree title suggests, the course is focused on administration and finance, and it includes subjects such as accounting and tax systems, communication and customer service, and financial management of small and medium-sized enterprises. During my last holidays, from June to August 2012, I completed an internship at Movistar, the biggest telecommunications company in Spain, in the city of Madrid. I was responsible for a series of administrative duties at one of their call centers. I have also studied English at a Language Academy in Madrid, and in 2010, I got my TOEFL Certificate.

As far as additional work experience is concerned, I work in sales at a local HiFi & electronics store where I am in charge of all the additional services the store provides, including shipping, product maintenance and warranty services. I also run my own personal event planning business called Fashic Events. I have already organised an exclusive event for Save the Children which took place in December 2011. In doing so, I gained a lot of experience in marketing and collaborating with other businesses.

The area in which I would like to complete my internship in London is Administration and Finance. I want to learn more about the decision-making process behind a company's financial strategies and how they are put into practice. I am more than willing to take part in any activities involved in this process: from devising administrative and financial strategies to their implementation, and anything in between.

My internship runs from the middle of March until the end of June 2016. If you have any questions pertaining to my application or my CV, please feel free to contact me at any time.

I hope my profile is of interest to you.

Best regards,

Mario Lozano Martínez