**Cover letter**

**名前**

**住所**

**電話番号**

**メールアドレス**

Dear Manager.

 Hello this is**名前,** am a **性別** Japanese, who is willing to seek in the job I can be suitable. I have an interest in meeting and talking with people in a different background. I also have no problem working on public holidays or weekends. I am trying to get used to English, and am getting fluent second by second. Also this job has really big merit about this. I am flexible, quick to pick up new skills and eager to learn from others, and am taking all things with responsibility, ownership mind, and cooperation, which are very essential to the fact that it creates confidence with me and with the others I am working with.

 I have excellent references and would be delighted to discuss any possible vacancy with you at your convenience. In case you do not have any suitable openings at the moment, I would be grateful if you keep my CV on file for any future possibilities.

 I can be reached at the number or email address above.

Yours sincerely.

**名前**

**名前**

**住所**

Phone: **電話番号**

 Mail:**メールアドレス**

Available: Monday to Sunday to start immediately.**（働ける日、いつから勤務可能か）**

**EMPLOYMENT HISTORY　職歴**

**00/20xx-00/20xx最新のものから**  　**職場名**

**職種**

* **仕事内容**

 **00/20xx-00/20xx** 　　　**職場名**

**職種**

* **仕事内容**

**00/20xx-00/20xx** **古いもの** **職場名**

**職種**

* **仕事内容**

**EDUCATIONAL QUALIFICATIONS 学歴**

**00/20xx-00/20xx** **大学名　場所**

**（専攻）**

**VISA IMFORMATION　ビザの情報**

Visa type: Working holiday (**期限 00/20xx**)

**INTERESTS 趣味**

**趣味・特技**

**OTHERS その他アピールすること**

* **英語と日本語のレベル**
* **スキル**
* **アピールポイント**