



Colegio Tecnológico Pulmahue
Miss. Yorka Sepúlveda

TERCERO MEDIO

Name:

El objetivo de esta guía es que los estudiantes recuerden la estructura de las cartas formales y escriban una carta formal para aplicar a un trabajo, se pueden guiar de los ejemplos del libro de clases páginas: 26, 27 y 28

Para dudas que tengan pueden escribirme un correo a esta dirección: yorka.sepulveda.pulmahue@gmail.com, escribiendo en el asunto el nombre de él o la estudiante y su curso, el horario para correos es de 9am a 7pm. Cualquier consulta sobre los contenidos y asignatura será respondida y también en caso de que necesiten material extra. Plazo de entrega viernes 12 de junio hasta las 2pm

La carta puede ser creada en un archivo de Word aparte o en sus cuadernos.

O.A: Escribir carta formal de postulación a trabajo

Look at the example:

GRAPHIC DESIGNER COVER LETTER

123 Your Address, City, State, Zip Code
(xxx) xxx-xxxx
your.name@email.com

Today's Date

Karen Elson
Hiring Manager
Weitzman Brands International
155 Broadway St.
New York, NY 10012
(212) 358-0717
elsonka@weitzmaninc.com

RE: Graphic Designer Application

Dear Ms. Elson:

I am writing to apply for the position of Graphic Designer at Weitzman Brands International. As an experienced graphic designer, I have spent over four years crafting digital content and campaigns for established media groups in the Greater New York area, and I am confident that my skills make me a strong candidate to fulfill the creative needs of your company.

Having served as a digital graphic designer at Simmons Media, I am adept with a wide range of digital media marketing, including websites, online advertisements, social media campaigns, and brand identity design. I excelled at my assignments and was offered a role in the company's larger scale projects for clients such as Solomon Page, IPPOLITA, and Adweek.

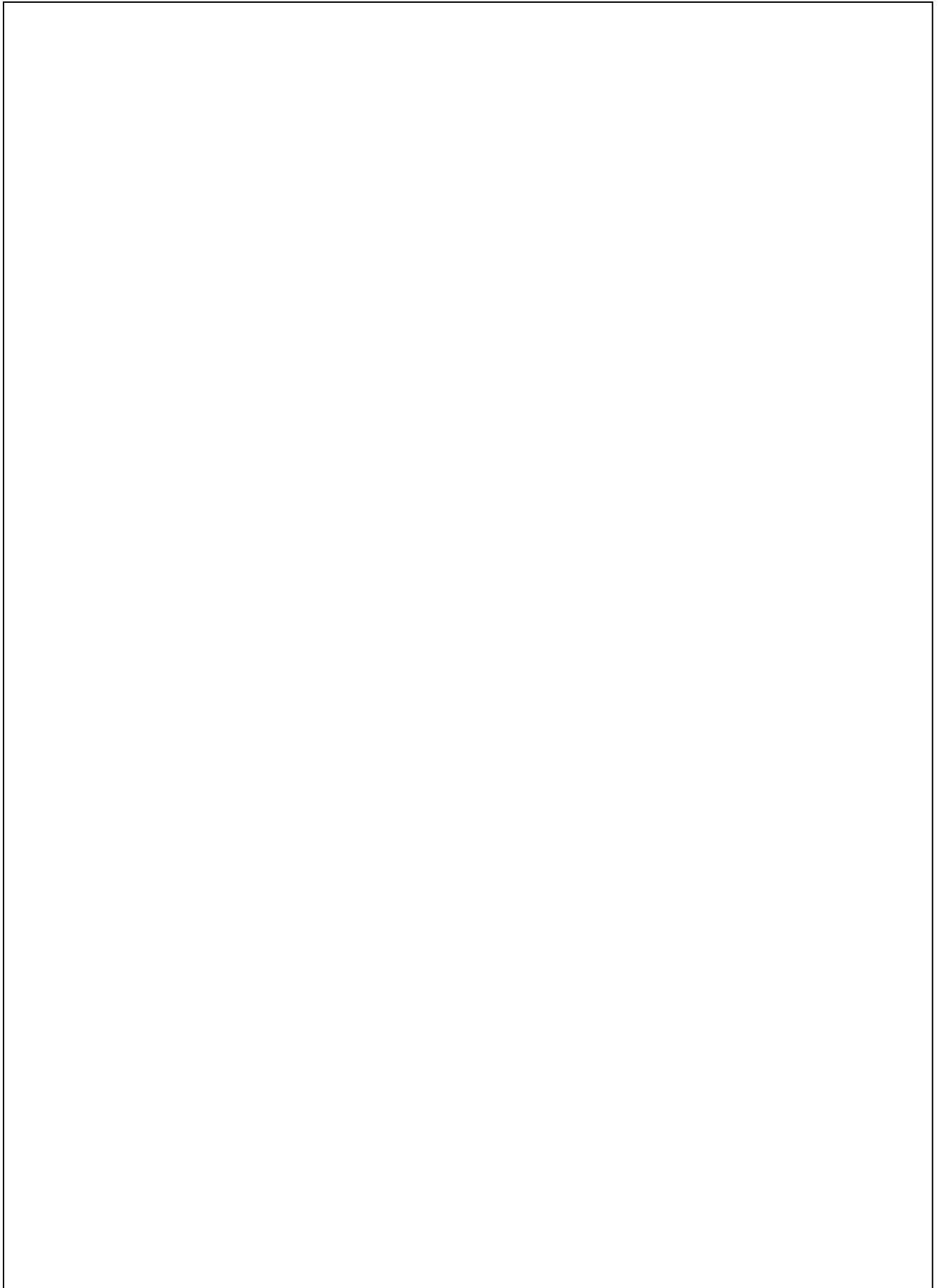
At Verge Creative Group, I continued to design digital content while leveraging my experience into a leadership role in the art department. I supervised four junior graphic designers and worked closely with various departments within Verge like marketing, editorial, and merchandising to support a consistent brand identity. As a graphic designer, my up-to-date knowledge of design technologies and detailed approach have allowed me to manage marketing projects worth over \$250,000 with positive results.

Weitzman Brands International is a leading goods company in the industry, and I believe that my skillset and creative vision would partner well with the company's future goals. I would love to meet you in person for an interview at your earliest convenience. You can contact me at [PHONE NUMBER] or by email at [EMAIL]. Thank you for your time, and I look forward to hearing from you soon.

Sincerely,
[YOUR NAME]

Write an application letter as in the example, use the techniques learnt in classes, use your book for help.

Write here:

A large, empty rectangular box with a thin black border, intended for writing an application letter. The box occupies most of the page below the instruction.