**Cover letter example**

To Whom It May Concern:

My name is Aknur Aldabergenova. I was born in 1999 in the West of Kazakhstan. I finished school in Karaganda (my native town) and then I moved in Almaty. I am a second year student of Karaganda State University named after Buketov. I study different kinds of art and languages. I will be an interpreter of English language. And I am studying French and Spanish and can speak a little. I really fond of learning languages and would like to achieve good knowledge in my future profession. As for art, I am enjoying of learning different epochs, styles and masterpieces of famous artists, especially the role of art in our modern life. Moreover, I like applied art very much and I have big interest in studying applied art of Renaissance, especially majolica. In my native town, I went to ballet school (2005-2012). And I have great experience in different kind of dances. For example: folk, modern and classical dances. I was a participant of two ballets: "Shelkunchik" and "Shopeniana". As for my hobbies: I fond of traveling, sport and making different pictures. I like so much to meet people from different countries, to know their culture, traditions and history. I am enough communicable and sociable person and have such experience (during my summer vacations) as a waitress in restaurant "White piano" and in restaurant "Onegin" in my native town, it was very useful for me. While I was working there I got acquainted with a lot of interesting people.

Sincerely,
Aknur Aldabergenova

Hi there!!!

Here is Saltanat from Kazakhstan, Almaty. I would like to work in your company during the summer of 2019! I am enough communicable and sociable person and have such experience (during my summer vacations) as a waitress in the restaurant "Medved" and in the restaurant "Turandot" in my native town, it was very useful for me. While I was working there I got acquainted with a lot of interesting people. I'm avalable from June 1 until September 1. If you are interested in please let me know as soon as possible

I'll be very happy to hear from you!

Sincerely, Saltanat Issa

Hi,

We are students from Kazakhstan. My name is Magzhan and my friend's name is Miras. A few days ago we became Work and Travel participants and we will be coming to the USA this summer to work on a J-1 visa. This visa, sponsored by the US Department of State, allows us to work legally for up to 3 months. (We are planning to fly to the USA at the end of May and will be able to work till September 1st). We are currently searching for a job and this is the reason for the email.

We are very energetic, honest and open-minded. We have a good sense of humor and get on easily with other people of all ages and background. We always strive to have rensponsible and mature attitude at work.

Please find enclosed our CVs. Thank you for your time and consideration. We may be reached at the address, by telephone or email as listed on our CVs.
We are looking forward to hearing from you,

P.S. Employment agreement form is attached. If you are interested, please, fill that out and send it back to us.

Regards,

Magzhan Bekmurat and Miras Mukashev