

Total marks — 20

You are preparing an application for the job advertised below and you write an e-mail in **German** to the company.

Hotel Sol y Mar

Buscamos personas motivadas para trabajar en la recepción del hotel.

Usted debe tener buenas habilidades en inglés y español, y debe ser capaz de lidiar bien con nuestros invitados.

Puede contactarnos en info@hotel-solymar para más información y para enviarnos su solicitud.

To help you to write your e-mail, you have been given the following checklist.

You must include **all** of these points:

- Personal details (name, age, where you live)
- School/college/education experience until now
- Skills/interests you have which make you right for the job
- Related work experience
- Any links you may have with a Spanish-speaking country
- Your future education/career plans

Use all of the above to help you write the e-mail in **German**. The e-mail should be approximately 120–150 words. You may use a German dictionary.