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Dear Mrs. Simon,

I am writing to apply for the position of an interpreter in your company. I strongly believe that my education and work skills combined with my professional knowledge of three languages make me a right candidate for this job.

I have got a bachelor's degree after my graduation from the State University of New York at Albany and my undergraduate program was English and my native language is Russian as far as I am Russian. I've been also studying Spanish for the last 2 years. So I hope I can deal with translation of the texts, business meetings, phone calls, requests and all sorts of information, concerning laws.

I don't have very extensive work experience, because I graduated from the State University 5 years ago, but I have very good recommendations from my last two places. You can observe them and my review as well.

I am an extremely organized person and I am eager to learn more in my profession. I know very well the legal bankruptcy base of the USA, because I worked for 2.6 years in the surrounding court of Albany as judge assistant and I translated the applications and worked with Russian and Spanish people, who needed help.

I am very hardworking and dedicated to my profession, so I am always ready for business trips and overtime work.

Thank you for taking time to review my resume, I look forward to hearing from you to set up an interview. You may contact me (911) 145-12-18 or via my e-mail \_\_\_\_\_.

Sincerely, Maria Kuznetsova.