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I am writing to apply for the translator position advertised in the Synergy University. As requested, I enclose a completed job application, my certification, my resume and three references.

The role is very appealing to me, and I believe that my strong linguistic experience and education make me a highly competitive candidate for this position. My key strengths that would support my success in this position include:

I have successfully translation experience.

I strive continually for excellence.

I provide exceptional contributions to customer service for all customers.

With a BS degree in Translation and Translation studies, I have a comprehensive understanding of the full the process of translation activity in all its branches. I also have experience in I have experience in simultaneous translation. Please see my resume for additional information on my experience.

I also have some questions about the work. What types of translations do you have to work with? Will there be business trips? Does work mean synchony translation? Is online work possible? What is the salary in month? Is there an internship period?

I can be reached anytime via email at evgenevna_aleksa@mail.ru or by cell phone, 909-555-5555.

Thank you for your time and consideration. I look forward to speaking with you about this employment opportunity.

Sincerely,

Signature

Aleksandra Guylech