# Your Name

Street Address

City, ST ZIP Code

Telephone

Email

Website

Date

Recipient Name

Title

Company Name

Street Address

City, ST ZIP Code

Dear [Employer’s Name],

I am writing to express my interest in the Translator position at [Company’s Name] as advertised on [where you found the job posting]. With a [Your Degree] in Translation Studies from [Your University] and a rich background in [languages you are proficient in], I bring a wealth of expertise in delivering precise and culturally sensitive translations across various domains such as [legal/medical/technical/business] sectors.

Key Qualifications and Skills:

* Language Proficiency: Fluent in [languages], ensuring that translations maintain the integrity, accuracy, and readability of the original text.
* Certifications: Certified by the American Translators Association (ATA), enhancing the credibility and precision of translated materials.
* Specialization Areas: Proven track record in translating [specific types of documents or sectors such as legal documents, business contracts, technical manuals].
* Technology Proficiency: Adept at using translation software like SDL Trados and MemoQ to optimize the translation process and improve output quality.

I am particularly drawn to this opportunity at [Company’s Name] because [mention any remarkable facts about the company, its culture, or projects that attract you to the position or company]. I am enthusiastic about the prospect of contributing my unique talents and skills to your esteemed team and collaborating with you to meet and exceed translation project objectives and client satisfaction.

Thank you very much for considering my application. I look forward to the possibility of contributing to the esteemed projects at [Company’s Name].

Warm regards,

Your Name