January 23, 2015

Manager HR

Dear Mr/Ms:

I was born and brought up in Indonesia which is why my language skills in Indonesia are excellent and compatible with the needs of your company as specified in your advertisement. I see that you are looking to hire an individual that has excellent command over both the English language and Indonesia – I am confident that you will find no better than me!

My broad based experience in providing interpreting services for various companies and organization will be a true asset. With a proven track record of accurately interpreting conversation between Indonesia and English speakers, I had been quite successful in providing language support services. Moreover, I have also worked in corporate environment where I was required to provide translation services to Indonesia guests – both verbally and in written forms.

While my resume speaks volumes for my skills as an interpreter, I believe I would be a great addition to your team and I look forward to the opportunity to meet you.

Thank you for your time and consideration.

Sincerely,

Debora.R.Supeni

Enc. Resume

**Debora Retno Supeni**

Mlati Kidul Rt 06 Rw 01 No 71 Kudus

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**PROFILE SUMMARY**

Extremely knowledgeable Translator with a strong command over English, Indonesia and Javanese (read/write/speak) and 2 years’ hands-on experience with multinational clients.

• Well versed in providing system-wide foreign language translation services in order to facilitate communication
• Able to adhere to interpretation standards and conforming to code of ethics
• Hands on experience in providing both written and oral translation and interpretation services between parties

**WORK EXPERIENCE**

**Interpreter | October 2007 – Present**

• Provide oral and written interpretation services
• Verify information from original text in order to ensure appropriate interpreting
• Ensure that all written translations conform to the original text in terms of technicality and terminology
• Discuss interpretation requirements with clients to ensure error free documents
• Ensure that both content and style of statements in communicated effectively
• Proofread end document and make any necessary changes
• Listen carefully to conversations and provide verbatim interpretation
• Ensure that the context of the language isn’t altered during interpretation

**EDUCATION**

Bachelor Degree in English Language and Literature| Satya Wacana Christian University, Salatiga, Indonesia | | 2007