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Dear Hiring Manager,

I am writing to apply for the opportunity to become a Translator to work with translation company in the world..

I have more than 10 years of experience of translation as my second job, and I hope my expertise will be useful and workable for your company.

In 2005, I went to Canada to study English and took the interpretation and translation diploma program of King George International Business college in Vancouver. It was a really beginner course but it motivated me to become a translator after returning to Japan in 2006.

The translation works that I have done by now are not constant ones, but I have been doing nearly 10 years. Besides, I keep on studying English by taking weekly English lessons.

Now, I am working at a local company as a part-time assistant of the Overseas dept., but I would like to focus on English translation work in near future, because I simply love leaning the different language and would like to develop my translation skill.

I am cooperative, patient, punctual and hard worker, and hope I can contribute to your company.

I am deeply grateful for your time and attention in considering me for this position. I would be honored to work as a translator and assist you in attaining yet greater success.

Sincerely,

Miya Sunada