Dear Hiring Manager,

I would like to express my interest in a position as an freelance translator.

I believe that my recent graduate education with a Masters in Business and administrative experience will make me a very competitive candidate for this position.

The key strengths for the position that I possess are creativity, motivation, team spirit and a willingness to learn. My previous professional experience includes managing a CEO's busy daily work schedule and ensuring customer satisfaction, among others.

Thank you for your time and consideration. I look forward to hearing from you and would like to speak to you further about this employment opportunity.

Sincerely,

Mungunzaya Stanley