

# [Your Full Name]

[Location: City, State/Country]

[Email Address] | [Phone Number]

[LinkedIn Profile/Portfolio URL]

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[Date]

To [Hiring Manager Name or Team Lead],

I am writing to express my interest in the **[Job Title]** position at **[Company Name]**, as advertised on [Source of Advertisement]. With a professional background in **[Source Language]** to **[Target Language]** translation and a specialization in **[Industry/Niche, e.g., Legal, Medical, Technical]**, I am confident in my ability to provide the high-quality linguistic solutions your team requires.

Throughout my career, I have developed a deep understanding of cultural nuances and terminology management. My core competencies include:

- Precise translation of [Type of Documents] with strict adherence to deadlines.
- Proficiency in CAT tools such as [Tool 1] and [Tool 2] to ensure consistency and efficiency.
- Rigorous proofreading and localization to ensure content resonates with the target audience.
- Subject matter expertise in [Specific Sector] facilitating technical accuracy.

I am particularly drawn to [Company Name] because of your reputation for [Specific Company Value or Project]. I am eager to bring my detail-oriented approach and linguistic expertise to your professional network to support your global communication goals.

Thank you for your time and consideration. I have attached my resume and portfolio for your review and look forward to the possibility of discussing how my skills align with your current needs.

Sincerely,

**[Your Full Name]**