James Brown

238 broadway

New York

NY

United States

To

The HR Manager

XYZ Company

354 F 63rd Street

New York

NY 10022

United States

Subject- Interpretation cover letter.

Dear

I'm applying today because I'm a great fit for your Interpreter position at [company name]. I have the required experience and skills for this position, and I have attached my resume to this cover letter.

I am very interested in the Interpreter position you recently advertised with your company, and I believe that my [number of years] years of experience as an Interpreter, professional training, and proven track record are a great match for this ad.

The main reason I am applying is that I have always wanted to work in a more general capacity for a variety of languages in which I am schooled and conversant,

including Japanese, Chinese, English, French, and Spanish; and until now, I have only worked at [company name] translating Spanish to English and English to Spanish.

I also have a Master's Degree in Translation in Spanish, French, Japanese, and Chinese, and I've visited [number of continents] of the world's seven continents. I am confident that I can bring the level of success to your company that you desire in this role of Interpreter.

Please review this cover letter and the attached resume before contacting me at the above-listed contact information.

James Brown

[Handwriting signature]

[Mention the contact details]

[Mention here, if there is any post note to be given]