

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

Sub- Language interpreter cover letter.

Respected Sir/Madam

With great enthusiasm, I am writing this letter to you to show my interest towards the post of language interpreter. I am willing to do this role as I know all the duties and responsibilities of the same. After reading the description box, I consider myself suitable for this job.

I have a master's degree in [mention the name of the course], which I got from [mention the name of the institution] in the year of [mention the year]. I have learned many things about this field from my training which I did from [mention the name of the institution] in the year of [mention the year]. From the placement department, I got placed at [mention the name of the institution] where I worked as a language interpreter.

Due to this reason, all the work of a language interpreter is well known by me, such as rendering slight translations of documents and other written materials, interpreting with no additions and omissions, informing relevant parties of factors that may hinder your performance, and many more. I have qualities like [mention the qualities which you have and are best for this job]. You will not get disheartened by my work. I will work with full determination and passion.

My resume and other necessary documents, which were mentioned in the description box, are attached to this letter. Hope you will contact me soon to discuss this field more. Thank you so much for giving me your precious time.

Sincerely,

From

James Brown

[Handwritten signature]

[Mention the contact details]

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