To

[Recipient Name]  
[Company Name]  
[Address]

Re. Application to Work as a Translator

Dear Mehta,

I am writing this application to present myself for the job of the translator that was advertised on the Facebook page of your company on 20th April 20XX. My name is Jenny Steward and I did my Masters in English Literature from the University of East London, England. Then I worked in a French firm in Research and Writing. I worked there as an Editor in Chief from September 20XX to 20XX. I did a short course of one year in the Turkish language. I worked as a translator in English and Turk language in Youth Turkish Research Center, Istanbul, Turkey for six years.

I left the job in February 20XX due to the prevailing situation of the novel coronavirus. I am seeking a home-based work now and I realized that your company is a fit.

I can covert Turkish text or audio into English and vice versa. I am proactive at these two languages and usage of their grammar and sentence structure. I can provide well-maintained translations by preserving the original language’s context and meaning. I can provide the clients with quotes-based length of projects.

I am eager to work in your firm because of its demand having grip over Turkish and English language skills along with grammar and accuracy of sentences preserving original meaning and context. Working from home is my priority in the current scenario of Covid-19 and its implications.

I have enclosed copies of my educational certificates and working experiences with this application. I am looking forward to your kind response.

Thanks

Sincerely

(Signature)