

**Emily Ryan**

4685 Redmond Street  
Montreal, QC. H1H 1H1  
Tel: (514) 555-5555  
E-mail: eryl@e-mail.com

---

April 18th, 2009

Jason Marlee, Coordinator  
ABC Translation Services  
5555 Lingo Street  
Montreal, QC. H8H 8H8

Dear Mr. Jason Marlee,

I am writing to express my interest in the Translator position posted on Concordia University's Career and Placement Services website. I am a language enthusiast who possesses exemplary writing skills in English and an avid Francophile currently doing everything possible to immerse myself in the French language and culture. Essentially, this position is precisely what I am seeking, and believe I am both qualified and motivated to work for ABC Translation Services as a translator.

I am currently concluding my second year of a Bachelor of Arts at Concordia University, with a double major in English Literature (Honours) and French. The Literature component of my degree has allowed me to develop strong analytical skills, and has taught me to pay attention to detail. Translation is an intricate task; being able to replicate not only the content but the feeling of a certain text is essential, and I am confident that due to having been exposed to numerous types and styles of writing, I have the ability to compose accurate English translations of any text I am faced with. Furthermore, I have taken advanced French grammar and linguistics courses as well as literature courses, familiarizing me with the French vernacular and syntax, and allowing for thorough comprehension of French texts.

In addition to my studies, I work as a Student Career Assistant at Concordia University's Career and Placement Services (CAPS), where a large number of the students I assist speak English as a second language. Therefore, when editing their resume or cover letter, I often help them to formulate grammatical and descriptive sentences to convey their professional experience which, similar to translation, must remain accurate and true to their word.

Once again, I would like to emphasize my interest in this position. I feel as though ABC Translation Services would be positive environment to be a member of and I understand fully, being a tutor myself, how important creativity is in an educative setting. I would like to thank you for taking the time to read my letter. Should you have any questions at all, or would like to inquire further about my qualifications for the position, please do not hesitate to contact me. I can be reached at any time by e-mail at eryl@e-mail.com or by phone at 514-555-5555.

Sincerely,

Emily Ryan