

TransLingua

London, United Kingdom, 2 July 2024

Dear Hiring Manager,

I am writing to express my keen interest in the Translator position at TransLingua, as advertised on Reed. Holding a postgraduate in Interpreting and Translation Studies from King's College London, I am eager to apply my academic knowledge and practical experience to contribute meaningfully to your team.

Key highlights of my qualifications include:

- *Translated documents for a multinational client, increasing client satisfaction by 20%.*
- *Mastered SDL Trados, MemoQ, and other tools, reducing project times by 15% whilst maintaining high accuracy.*
- *Organised multi-language events and translated materials, boosting attendance by 30%.*
- *Introduced machine translation post-editing, improving productivity by 25% without sacrificing quality.*
- *Implemented a client feedback system, raising repeat business by 40% and emphasising the importance of engagement and improvement.*

With a solid foundation in translation studies, I excel in language nuances and cross-cultural communication. My experience includes leading multilingual projects using Spanish and French skills to improve educational access and handle cultural differences effectively. My training in applied linguistics and translation software, such as Wordfast, Trint, and OmegaT, has sharpened my ability to localise text and deliver culturally relevant translations.

Thank you for reviewing my application. I am keen to apply my language skills and explore how my qualifications can meet the needs of your team in a job interview. My CV, which provides more information on my educational background, skills, and relevant experiences, is enclosed.

Sincerely,
Harry Evans