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Robert Chanel, Creative Director
Freedom Productions
90 Michaels Ave.
Wakefield QC G0G 0G0

Dear Mr. Chanel,

Please accept my candidacy for the position of Translator/Administrative Assistant posted on Monster.ca. I am a recent graduate of Concordia University with a BA in Translation. Freedom Productions is an innovative company that works directly with the artisans of Wakefield to provide publicity for their exhibitions and installations. It would be an ideal place for me to put the skills I have obtained in my studies and work experience to use.

A love of language is what drew me to translation and what makes me an excellent translator. While working as a Tutor I was able to build upon my natural ability with language. I had to impart a love of language to the students I helped and raised their grades by proof-reading their assignments. In order to help my students attain higher success in their exams with better study methods, I developed strong analytical skills to better assess what they needed help with. This is the same kind of ability needed to help the artists that your company works with. I know that I am capable of handling anything your clients need for their exhibitions.

Also, as I have worked with a variety of people from parents worried about their children's grades to professors ordering textbooks at the last minute, I know how important it is to be as understanding as possible while listening to people's needs. Compassion and patience are essential to helping others especially with something as special as their personal creations.

Helping others motivates me to do my best. To have a hand in promoting artisans and their work in the capacity of translator would be a privilege. I am available for an interview at your discretion. Thank you for taking the time to consider me for this position.

Sincerely,

Polly Glot