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June 9, 2012

Mr. David Stewart  
Hiring Manager  
Dynamic Consultants  
999 Faraway Crescent  
Montreal QC H3A 4C6

Dear Mr. Stewart,

Dynamic Consultants is starting to make its presence known in Quebec as a key player in the insurance world. As an experienced translator who has worked with a variety of documentation I would be an asset to your growing team. I am writing to propose my candidacy for the role of Senior Translator posted on Jobboom June 6, 2009.

My most recent experience working for First Lab has given me an in depth, practical knowledge of medical translation. Having worked for several years previous to this as a freelance translator for Optimum Translation agency, I have had the opportunity to deal with many different types of clients. This has allowed me to develop the keen research skills needed to ensure that the proper terminology is used in such specialized fields as cosmetology, entertainment technology and others. This adaptability and my experience working as an administrative assistant have equipped me with the tools necessary to handle the responsibilities of a Senior Translator.

In addition to my work experience I have also been involved in fundraising and awareness campaigns for my local animal shelter. This has honed my communication skills and given me the chance to cultivate tact and finesse when dealing with people.

I am very interested in the position of Senior Translator. It would be incredibly rewarding to help with the expansion of your company. Thank you for taking the time to consider me. I look forward to meeting with you.

Sincerely

Tammy Michaels