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Human Resource Department
ABC manufacturing company
Tan Binh, Ho Chi Minh City

Dear Sir/ Madam,

Apply to: Interpreter position

I am writing to the position of Interpreter currently as advertised on the Careerlink.vn website.

I am a qualified Translator/Interpreter with a Bachelor of Japanese Language at DEF University. During my university days, I usually took part in Japan-Vietnam culture exchange program. I was lucky to visit Japan where I stayed for ten days and get to know their culture and dialect.

Presently, I am working with a Japanese company specializing in producing food. My job involves in translating all the technical documents related to products, materials, manufacturing process... I am also participating in conferences and meetings to help out foreigner and Vietnamese in understanding the spoken and content meeting.

I have got the certificate of Japanese Language Proficiency Test N2. I am good command in English and familiar with Microsoft Office. I really enjoy communicating with others, working in a team as well as in individual.

These are the qualities that I believe make me a suitable for this position. My resume is attached and I look forward to being able to discuss the position with you further.

Yours faithfully,
Nguyen Van A