

TO WHOM IT MAY CONCERN:

I am very interested in the position of translator/interpreter.

I graduated with Bachelor's Degree of Translation (4 years) from my State University in 2011 (Russian, English). After my graduation I found a job at the big coal and steel company JSC "ArcelorMittal". Afterwards, I have graduated with Global Business Management Post Graduate Certificate from Centennial College in Toronto, Canada. And while I was studying I had a part time job as a translator-ambassador at Centennial College. I have strong knowledge and experience in translation and interpretation. My previous position have required me to provide excellent customer service by translating technical, general and educational texts, with awareness and sensitivity to cross-cultural communication requirements to meet the needs of a diverse clients. During my career period with Centennial, I improved my translation skills. Through my recent job, I have gained strong knowledge of Canadian Banking and Finance, and other relevant aspects of recent economy.

I think that my experience makes me well suited to join your company. I will exceed your expectations. I know I can be an asset, making immediate contributions to your customers.

I would greatly appreciate the opportunity to meet with you personally to discuss what I have to bring to your institution and can be reached at (674) 469-0294 or by email. Thank you for your consideration in reviewing my application.

If you need my resume do not hesitate to let me know.

Sincerely,

Maxim Gromyko