Hanife ÖZTÜRK Date

Güzelyurt köyü, çay mahallesi 12.10.2014

No:43 Giresun/Espiye

Hanifeozturk00@hotmail.com

İstanbul Anadolu-Kadıköy

Dilpark Çeviri Ajansı

Dear Dilpark Translation Agency, To whom it may concern,

I am writing in response to your recent advertisement in Eleman Online of 18 July 2014 regarding the post of Translator. Pleased find enclosed my CV summarizing my education, qualification and experience.

I have been looking for a job like the one described in your advertisement for some time now, as I believe have the skills and experience needed for this kind of work. As my resume indicates, I possess more than 2 years of progressive experience in the translation field. I have translated texts which have various content. First, I started with the children’s story books in translation. I translated 6 books approximately 2 months. Then a local magazine attracted my attention and I translated article which is written in scientific subjects in this magazine. I have worked in both home and office environment; however, I believe that working in an office environment improve the performance of my job. Because we exchanged information with my colleagues , so we have completed inadequacies each other with mutual effort.

I can use CAT tools like Trados and Wordfast. I become entitled to receive certificate of achievement thanks to my ability of using CAT tools. In addition to this, I have at MS Office Programs’ fingertips. I can apply these skills at your company.

I possess an advanced level in English and Turkish. I know the rules of spelling and grammar in both languages. I read several newspapers to expand my knowledge. I have a lot going for this job. I believe that we make a significant contribution in translation as mutual.

I have attached my resume for your review and I look forward to speaking with you further

regarding your opportunity.

Sincerely,

Hanife ÖZTÜRK