Dear Mr Adam,

I am writing in response to your advertisement in The New York of 7 june 2013 regarding the post of translator. You could find my cv enclosed and it includes every detail about my experience and education.

First of all, I became interested in translation when I studied at high school as a student, and then I realize that I should engage with translation for the rest of my life. After I complete my university as a successful student, I worked in a private sector for a few years which is located in İstanbul/Mecidiyeköy

To me, translation requires good human relations, patience, fastness. As I have these qualifications and experience, I can connect with people easily. Also, I improved myself in computer programmes that’s why I want to work with you because of your oppurtunity, work conditions and atmosphere. I feel that I will be much more better in this branch with you and we will get more success with together. As a result, I am applying for the post you have advertised.

I would be available to come for an interview at any time.

I look forward to hearing from you.

Yours sincerely,

YEKBUN ÖZER