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Annila GmbH
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re: Job application for a foreign language correspondance clerk in Freiburg

Dear Sir/Madam,

I am writing in response to your advertisement, which you have advertised on the Internet recently, concerning the job application, a correspondance clerk at your company.

I have considerable experience of working as an assistant and a translator at two Hungarian firms. My responsibilities there included translating business letters and e-mails, doing the paperwork, making presentations for official occasions. I was told to keep contact with foreign customers and companies.

I would also wish to let you know about my personality. I consider myself to be hard-working, highly communicative and reliable. I have an outgoing personality and I am fluent in spoken and written English and German. If necessary, I can supply references from the IT Services Hungary and also from the schools where I have studied.

I would be very grateful for the opportunity to visit your company and discuss my application in person. I am available for interview any weekdays after 1 PM or on Saturday. If my application is successful, I will be available to start work immediately.

I am enclosing my CV.

I look forward to hearing from you soon.

Yours faithfully,

Bence Nagy

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