

To whom it may concern,

I wish to apply for the post of foreign language correspondence clerk. Currently I am working for a Hungarian communication company and my responsibilities include events organisation, getting in touch with the media as well as negotiation in foreign languages.

During my time in München I had the opportunity to learn more about business letter translation and to improve my language skills.

My area of expertises are interpreting at meetings and translation.

My native language is Hungarian but I can also speak and write in German and English fluently and I have an excellent command of Spanish and Polish.

I have a lively interest in this position and would appreciate the opportunity to broaden my knowledge by working with you. As you can see from my CV, my experiences and qualifications match this position's requirements.

I can supply references from my latest employer if it is necessary.

Thank you for your time and consideration.

I look forward to hearing from you.

Yours faithfully,

DOROTTYA KOVÁCS