**COVER LETTER**

Tran Minh Hieu

Huong Phu C Hamlet, Da Loc Commune, Chau Thanh District, Tra Vinh Province, Vietnam.

Tel: +841999192007

Email: tommtran2705.info@gmail.com

Dear The Manager of CY Vina Company,

In reply to your advertisement in your company’s news, I’m pleased to enclose my Curriculum Vitae to apply for the interpretation and translation position at your company.

I graduated at Tra Vinh University, majoring in English. That’s why I can use English fluently, especially English writing and communication. In addition, I can use MS-Word, Excel, PowerPoint and Internet effectively.

I also have a half-month (from January 6th to January 18th) to join in the International Sustainable Development Project which is a very significant project for students from Vietnam and Australia to get together, discuss and find solution to help the environment cleaner and greener. It helps me improve my English skills (communication and writing skills) and know many wonderful things from my friends’ country. It is also a very important experience for me to use English fluently.

Besides, I had three months working at Faculty of Pharmacy and Medicine. At that time, I helped English teachers interpret and translate for Vietnamese students and vice-versa. Therefore, I learned a lot of skills of interpretation and translation and I also know how to work effectively and successfully.

Moreover, I am an enthusiastic and responsible person. I’m willing to learn from other people. Besides, I can work both individual and team, so I can be flexible in many kinds of work.

Because of these skills, experience and characteristic, I believe that I can work well in this position.

I would like to meet you in person for an interview and discuss possible employment opportunities. I am available at your convenience and look forward to hearing from you. Thank you for your assistance.

*Yours faithfully*

Tran Minh Hieu