

# Cover Letter

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Subject: APPLICATION FOR A POSITION IN TRANSLATION AND TYPING SERVICES

Dear Sir/Madam,

I am writing to express my genuine interest in a position involving translation and typing services. I possess strong skills in translating documents between Malagasy, French, and English, as well as excellent typing speed and accuracy using computer- based tools.

Over the past two years, I have worked on translating various types of content, including formal documents, reports, and short articles. I've supported both individuals and organizations in producing high-quality, well-structured translations tailored to their specific needs. I am proficient in tools such as MS Word, Google Docs, and language improvement software like Grammarly and DeepL.

I am known for being reliable, detail-oriented, and eager to learn and adapt. I am happy to provide samples of my work or a more complete portfolio upon request.

Thank you very much for considering my application. I look forward to the opportunity to discuss how I can contribute to your team.