

Cover Letter

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April 2, 2022

Yan Song
Senior Talent Acquisition Specialist
NetEase Games Montréal
2020 Bd Robert-Bourassa Bureau 2000,
Montréal, QC H3A 2A5

Dear Yan Song,

My name is Carol and I am writing this letter to apply for the Translator (English/Chinese) you published on LinkedIn. I majored in Chinese literature and worked as a translator for DailyArt for 17 months, with some work experience.

In my work as a translator and associate editor, I improved my Chinese-English translation skills and writing skills and learned about the global Chinese community. From past experience, I also learned the importance of effective time management and communication skills. In the past two years of work, I have translated about 600 articles in total and have never been late. I am able to respond quickly to tasks, and I am adept at meeting strict deadlines with high-quality work as required by this position. The good qualities I mentioned above will make me a valuable team member. I am passionate about translation, linguistics and social media technology.

Thank you very much for reading this letter, and I would be very appreciative of meeting you to discuss this position further. You can contact me through my email address lilin202026@gmail.com or phone number at 778-681-5203.

Sincerely,

A handwritten signature in black ink that reads "Carol Li". The signature is written in a cursive, flowing style.

Carol Li