

I. Actual Advertisement

Bittele Electronics Inc.
Markham,
ON

Position Title : Chinese-English Translator

Job Duties :

1. Read original material/documents and rewrite in the targeted language; ensuring the content, meaning, and feeling of the original/source text are retained in the translation.
2. Identify and resolve any conflicts related to the meanings of words, phrases, or concepts when translating between languages.
3. Proofread, revise and edit final translated versions; ensuring that technical terms and terminology remain consistent throughout the translation.
4. Consult with management and coworkers when translating specialized areas of information and develop specialized knowledge.
5. Follow ethical codes that protect the confidentiality of information.
6. Other duties shall be assigned as required

Requirements

1. Degree with specialization in languages.
2. Minimum of 5 years' experience in Chinese-English Translation.
3. Strong written and verbal communication skills in English and Mandarin.
4. Able to produce high-quality translations, proofread documents and make corrections, with extreme attention to detail.

Job Types:

Full-time, Part-time, Contract

Salary: \$12.00-\$21.00 per hour

Schedule:

Monday to Friday

Language:

Chinese (Preferred)

Work Cited:

Bittele Electronics Inc Job Site. “ Chinese-English Translator” <https://ca.indeed.com/jobs?q=English%20Chinese%20Translation&vjk=3a1a8bf2491bbb26>. Accessed on 16 December 2020

II. A one-page cover letter

West 10th Avenue
Vancouver, BC, V5X 1Y9

December 16 2020

Mark Patterson
Hiring Manager
2680 14th Ave, Markham
Ontario L3R 5B2, CA

Dear Mark Patterson,

Please consider my application for a Chinese-English position at Bittele Electronics Inc, as advertised on the Indeed Job Website. I will graduate from the university of British Columbia in May 2022 with a Bachelor's of Interdisciplinary Program. In the program, I studied Chinese and English. As a member of UBC Chinese Program, I have rich experience in teaching English students Chinese.

From my role as a volunteer in UBC Chinese program , I've encountered numerous tasks such as communicating with students from various cultural background, peer-reviewing their interview materials and their assignment drafts. In particular, this experience has allowed me to further my skills in communication. I've also learned from working collaboratively with my fellow team and program members, as well as professors.

I further developed skills that are essential to a good team member. I consult with management and coworkers constantly, and under their supervise, I have learned how to review documentation such as weekly reports, and I will report any progress that my students made through out the semester.

Due to my passion in Chinese, I am energized to face any challenged while focused on helping coworkers to overcome language barriers. I am excited for this great opportunity. I believe with my work experience, my education, and my communication skills, I can bring value to your team.

Thank you for your time and consideration of my application. If you believe that I would be a good fit, please feel free to contact me at shujupengschool@gmail.com

Sincerely,



Shujun Peng

III. Resume

SHUJUN PENG

Vancouver, BC V6Y 4X8 | 778-678-356 | shujunpengschool@gmail.com

Summary

Well-versed in translating verbal communication and written words from English to Chinese or visa versa. UBC Chinese Program certified Translator.

Professional Interpreter with five years of experience helping diverse individuals. Moves easily between English and Chinese without missing details. Focused on advancing vocabulary, idiomatic and cultural understanding with up-to-date knowledge.

Skills

- Personalized learning plans
- On-demand tutoring
- Activity-based learning
- Student progress analysis
- Learning techniques
- Reading comprehension
- Foundational knowledge
- Student motivation
- Flexible working hours
- Document evaluations
- Cultural understanding
- Audio translations
- Regional dialects
- Team building

Experience

Translator **05/2019 to 09/2020**
UBC **Vancouver, B.C**

- Used knowledge of cultural background to understand idiomatic meanings of specific expressions.
- Proofread completed translations to identify and correct punctuation, grammatical and translation errors.
- Cross-referenced specialized dictionaries and thesauruses for slang and nuanced terminology.

Waitress **06/2019 to 09/2019**
Macdonald **Vancouver, British Columbia**

- Communicated with kitchen staff frequently to stay up-to-date on supply availability and potential customer wait times.
- Addressed concerns or complaints quickly to improve service and escalated more advanced issues to management for resolution.
- Applied safe food handling and optimal cleaning strategies to protect customers from foodborne illness and maintain proper sanitation.

Tutor **02/2018 to 04/2019**
UBC **Vancouver, B.C**

- Tutored students through effective teaching of pronunciation tactics and introduction and explanation of root words.
- Liaised with other education professionals to tailor tutoring sessions around exam preparation and strategies.
- Utilized effective reading, active listening and writing skills at all times.

Education and Training

Bachelor of Arts: Interdisciplinary **Expected in 05/2022**
University Of British Columbia **Vancouver, BC**

High School Diploma **07/2016**
Number Two High School **Shanghai**

IV. Three Reference Letter

To Rui Cai :< ruicay@gmail.com >

From :ShuJun Peng <shujunpengschool@gmail.com>

Date: December 16, 2020

Subject: Request for Reference for Translator Position at Bittele Electronics Inc.

Dear Rui,

I hope this email finds you well. Thank you for your support when I was in the UBC Chinese program, I enjoyed my time working as a volunteer last year. I am reaching out to ask for a reference for a position I am applying for.

This position is seeking for a translator who is fluent in English and Chinese. From this position, I am hoping to enhance my communications skills. Having worked along aside you in the Chinese program, I've learned great deal in terms of how to correct student's minor grammar errors, how to deliver my content in a culturally appropriate way. Thank you again for your assistance.

I have attached my current resume and job advertisement for the position. If you are conformable with making the referral, please fell free to email me at : shujunpengschool@gmail.com .

Sincerely,



Shujunpeng.

To : Xin Wu <xinwu@gmail.com>

From: ShuJun Peng <shujunpengschool@gmail.com>

Date: December 16, 2020

Subject: Request for Reference for Translator Position at Bittele Electronics Inc.

Dear Xin,

I hope this email finds you well. Working with you at UBC Chinese program has taught me quite a bit about how to communicate with students from various culture background. I am reaching out to you because I am applying for a translator position at Bittele Electronics Inc.

This position is seeking for a translator who is fluent in English and Chinese. From this position, I am hoping to enhance my communications skills. Under your supervision, I am confident to say that I have attained the skills of proofreading, revising and editing final translated versions. Thank you again for your support last year.

Please let me know if you are willing to provide a reference letter for this position. I have attached my resume for reference. Please feel free to email me at shujunpengschool@gmail.com

Sincerely,

Shujunpeng

Shujunpeng

To : Sue Bai Yao <suebaiyao@gmail.com>

From: ShuJun Peng <shujunpengschool@gmail.com>

Date: December 16, 2020

Subject: Request for Reference for Translator Position at Bittele Electronics Inc.

Dear Suebai,

I hope this email finds you well. I enjoyed working with you in Chinese UBC Program. You always took the time to mentor me before my session starts, thank you again for your support.

I am reaching out to you because I am applying for a translator position at Bittele Electronics Inc.

This position requires a person who is fluent in English and Chinese, and I believe with your training, I have become a better communicator, which is why I hope you could affirm my knowledge and skills.

Please let me know if you are willing to provide a reference letter for this position. I have attached my resume for reference. Please feel free to email me at shujunpengschool@gmail.com

Sincerely,

Shujunpeng

Shujunpeng

