Imogen Thornley
Bristol | imogen.thornley@example.com | 07700 900256

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Ms Sarah Penhaligon
Head of Translation
Marlow Penrose LLP
9 Redcliffe Quay
Bristol BS1 6ZX

Dear Ms Penhaligon

Application for Legal Translator (French and German to English)

I am applying for the Legal Translator post at Marlow Penrose. I translate French and German into English and have seven years' experience with legal and business documents, five of them freelance. I hold the Chartered Institute of Linguists' Diploma in Translation with the Law option.

Most of my work is contracts, terms and conditions and compliance policies, about 40,000 words a month for six language service providers and three direct clients. I keep a glossary and translation memory for every regular client and check legal terms against each country's own references, not only a dictionary.

I also review other translators' work and post-edit machine translation for two agencies, so I know where machine output goes wrong in a contract. Translating your firm's cross-border employment and commercial work from French and German is exactly where I want to specialise.

I would be glad to complete a test translation. My CV is attached. Thank you for considering my application.

Yours sincerely

Imogen Thornley