

Preliminary Letter for Translation Internship

Subject: Application for Translation Internship

Dear [Hiring Manager's Name],

I am writing to express my interest in the Translation Internship at your company. As a senior student majoring in Linguistics and Translation, I am eager to apply my classroom knowledge in a professional setting. I have completed coursework in English, Arabic, and French translation, and I am proficient in using CAT tools.

I am especially interested in your internship program because of its focus on practical experience and mentorship. I am confident that this opportunity will help me refine my skills while contributing to your ongoing translation projects.

Thank you for your time and consideration.

Sincerely,

[Your Name]

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