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MXXX SXXXX Phone Number
 City, State firstnamelastname@gmail.com

(Date)

(Name of Hiring Manager, Title)
 (Name of Company)
 (Address)
 (City, State, Zip)

Dear (Mr. or Ms.) (Last Name),

As a multilingual Translator, I offer a proven track record of providing verbal and written translations for business, academic, and publishing clients. Fluent in French, Spanish, German, and Russian, I am highly adept at translating business documents, academic articles, magazines and books, and web content to and from each of those languages. Additionally, I provide in-person translating services for business and contract negotiations.

Examples of my work include:

- Translated dozens of restaurant reviews and travel guides monthly for a popular travel website.
- Provided Russian translation services for a \$40M joint venture between a US construction company and a Russian operation looking to build and lease a 15-story, multi-use building with 10 retail outlets, offices, and condos.
- Proved instrumental to generating millions of dollars in revenue and opening new markets for a mid-sized publishing company by translating magazines and books into French, Spanish, German, and Russian.
- Assisted two well-respected and frequently published political science professors. Translated their work in German and French, as well as acting as their translator at an international academic conference.

Confident I will prove valuable to your translation needs, I respectfully submit my resume for your review, which includes a select list of my translation work and project. I would also like to request a personal meeting to discuss your upcoming goals and how I can help you achieve them. I will make myself available at your convenience and look forward to your call. Until then, thank you for your consideration.

Sincerely,

Mxxx Sxxxx

APPENDIX – III TABLE – I

PROPOSED SCORES FOR ACADEMIC PERFORMANCE INDICATORS (APIs) IN RECRUITMENTS AND CAREER ADVANCEMENT SCHEME (CAS) PROMOTIONS OF UNIVERSITY / COLLEGE TEACHERS.

CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

Brief Explanation: Based on the teacher's self-assessment, API scores are proposed for (a) teaching related activities; (b) domain knowledge; (c) participation in examination and evaluation; (d) contribution to innovative teaching, new courses etc. The minimum API score required by teachers from this category is 75. The self-assessment score should be based on objectively verifiable criteria wherever possible and will be finalized by the screening/selection committee. Universities will be required to detail the activities and in case institutional specificities require, adjust the weightages, without changing the minimum total API scores required under this category.

S. No.	Nature of Activity	Maximum Score
1	Lectures, seminars, tutorials, practicals, contact hours undertaken taken as percentage of lectures allocated ^a	50
2	Lectures or other teaching duties in excess of the UGC norms	10
3	Preparation and Imparting of knowledge / instruction as per curriculum; syllabus enrichment by providing additional resources to students	20
4	Use of participatory and innovative teaching-learning methodologies; updating of subject content, course improvement etc.	20
5	Examination duties (Invigilation; question paper setting, evaluation/assessment of answer scripts) as per allotment.	25
Total Score		125
Minimum API Score Required		75

Note: ^a Lectures and tutorials allocation to add up to the UGC norm for particular category of teacher. University may prescribe minimum cut-off (net of due leave), say 80 %, for 1 and 5 above, below which no scores may be assigned in these sub-categories.



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