

Application for Bilingual Position

Your Name
Your Address
City, State, Zip Code
Email: your.email@example.com
Phone: (123) 456-7890
Date: October 5, 2023

Hiring Manager
Company Name
Company Address
City, State, Zip Code

Dear Hiring Manager,

I am writing to express my interest in the bilingual position at Company Name as advertised on [where you found the job posting]. With fluency in both English and [second language], I am confident in my ability to contribute effectively to your team.

In my previous role at [Previous Company Name], I successfully [mention any relevant experience or achievement]. My skills in [mention specific skills related to the job] allow me to communicate efficiently with diverse clients and team members.

I am excited about the opportunity to bring my unique skill set to Company Name and help enhance your [specific goal related to the job]. I am looking forward to discussing how I can contribute to your team.

Thank you for considering my application. I hope to hear from you soon to arrange an interview.

Sincerely,
Your Name