

Job Application for Bilingual Position

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Hiring Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to express my interest in the [specific position name] at [Company Name] as advertised on [where you found the job listing]. As a fluent speaker of both [Language 1] and [Language 2], I am excited about the opportunity to contribute to your team while utilizing my bilingual skills.

With [number] years of experience in [relevant field/industry], I have honed my communication skills, both verbally and in writing, in both languages. My background in [specific skills or relevant experience] allows me to effectively bridge language gaps and support [specific goals of the company related to the position].

I am particularly drawn to [Company Name] because [specific reason related to the company or its values]. I believe my skills and experience would be a perfect match for this role and would love the opportunity to help enhance your operations through my bilingual capabilities.

Thank you for considering my application. I look forward to the possibility of discussing my application in further detail.

Sincerely,

[Your Name]