

TREVOR D. HOLMBERG

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July 7, 2015

Dear Potential Client:

For as long as I can remember, I have had a passion for language and a fascination with people who could converse in multiple languages. Early on, I developed a deep interest in German specifically. As a result of hard work, study, and great opportunities, I have developed a full professional proficiency in German. I am very serious about becoming a German to English translation professional and intend to pursue this goal diligently. The following paragraphs summarize my education and experience that will allow me to start a career as a professional translator.

Education. In August 2014, I graduated with a dual major Bachelor of Arts in Business Administration and German with Commercial Emphasis from Weber State University, earning the Cum Laude honors (3.78 cum GPA). My program gave me a heavy exposure to both German and English business-related language. In completing my degree, I planned for countless deadlines and prepared professional-grade documents for a variety of applications. Throughout my studies, I developed excellent computer and communication skills. In 2009, I graduated from Roy High School at the age of 16, after which I traveled to Germany to study at the Goetheschule Gymnasium (academic High School) in Einbeck, Lower-Saxony. This yearlong adventure greatly improved my German skills by living with a family who only spoke German, completing the same coursework as fellow German students, and also immensely enjoying the local social life.

Experience. During my second year at Weber State University, I translated over 72 pages of text for an English professor conducting personal research. The text consisted mainly of two large sections from the book "Was bleibt ist die Erinnerung," a biographical book written by Fritz Taschner in 1992. This project exposed me to technical German found in the military, plumbing, construction, boating, and various other subjects. As an assembly technician with Lowe's Companies, Inc., I frequently planned for fluctuations in product demand as the seasons changed and monitored my own progress with respect to customer orders and various other projects. This position required me to reach out and make professional relationships in order to complete assigned duties. Additionally, I served as the Lowe's Voice Team Leader for nine months, where I led a group of seven associates to develop and implement action plans for change in the store. During my time at Lowe's, I developed my language skills to communicate effectively in home-improvement, industrial, as well as retail business subjects.

After considering my application and resume, I would greatly appreciate the opportunity to talk more about my passion for German, my ability to translate, as well as my own qualifications and experience in greater detail.

Sincerely,

Trevor D. Holmberg