

## Unsolicited CV and Covering Letter

### Assignment Task

You are making an unsolicited approach to a translation services provider, seeking work as a freelance translator. Think about the elements you would choose to highlight in your CV and cover letter according to the cultural environment of the receiving organisation. Consider how you would evidence your specialist and transferable skills in order to convince the company that you should be added to its translator database.

Please produce a CV, a covering letter and a commentary (400-600 words). In the commentary explain the choices you have made in the CV and covering letter and how they reflect the institutional cultural environment of the receiving organization.

### Assessment Format: Producing sample documents and commentary

#### Main competences assessed

Theoretical 3, Interpersonal 1 and 4

#### Type

Formative (Assessment during the course, stages I and II)

Summative (Assessment at the end of the course, stage III)

#### Student working format

Individual

Pairs

Groups

Other (describe)

#### Task description

Annotated CV and cover letter demonstrating awareness of the cultural norms of the translation industry in the chosen locality. Emphasis in assessment should be placed on the justification provided in the commentary. A total of 3 texts to be produced (CV, cover letter and commentary).

#### Time

1 week

#### Length (break down by task)

Between 400-600 (commentary only)

**Other constraints**

n.a.

**Additional comments (when required)****Adaptations of the task**

The task could be replicated based on different cultural norms (imagining the application is made for a different cultural environment).

The task could be adapted also for different translation services providers within the same cultural environment, focusing on their institutional culture.