

[Your Name]
[Your Phone Number]
[Your Email]
[Your Address]

[Date]

[Hiring Manager Name]
[Company Name]
[Company Address]

Dear [Hiring Manager Name],

I am writing to formally submit my application for the Bilingual Associate position at [Company Name], as advertised on [where you saw the job post]. With my proficiency in both [Language 1] and [Language 2], along with my professional background, I am confident in my ability to contribute effectively to your team.

In my previous experience, I have successfully managed communication and provided high-quality service to a diverse client base. I am skilled at translating complex information accurately and ensuring that all parties have a clear understanding of the subject matter. My ability to bridge language gaps allows me to provide excellent support in fast-paced environments.

I am eager to bring my bilingual skills and dedication to [Company Name]. Thank you for considering my application. I have attached my resume for your review and look forward to the possibility of discussing this opportunity with you further.

Sincerely,

[Your Name]