

Dear Sir/Madam,

I am pleased to take this opportunity to introduce our company **Modern Polyglots Ltd**, founded in Ireland, and to offer the students of your university the possibility to develop their professional careers as interns in our company.

Modern Polyglots was set up in Cork, and as a fast-growing company, it expanded its services to Limerick and Dublin. As a leading translation agency, with more than 24 years of experience, the agency embraces all languages and subject areas offering professional and high-quality services. We offer certified translations and interpreting services, as well as legal advice. This year we will re-open our Language school together with our partners in order to give our interns more possibilities to improve their language skills

Modern Polyglots is interested in the involvement of young specialists in its business and therefore offers unpaid internships to students, who wish to work in spheres of translations, interpreting, legal advice and web-development or as marketing researchers and accountants to apply and improve their skills.

We are currently looking for interns for the positions of **English language teacher, Office Administrator, Web developer, Legal Officer, Market researcher and Accountant, Secretary/Interpreter and Business adviser** starting from the 1<sup>st</sup> of October 2018 on for a period of **6, 9 or 12 months**.

Please note, an exception is done only for the position of ENGLISH LANGUAGE TEACHER, that may start immediately.

This programme is an opportunity for all people who have a degree and are willing to improve their English, the second-most spoken language in the world. It will also help them to gain better professional skills, as we can offer them to work with us or with another of the best and biggest 100 Irish Companies.

All that the students interested in our internship need to do is:

- Apply to us by sending their Europass standard CV with a photo and all personal information in it, including skype nickname, because the candidate may be offered a Skype interview and send a Cover Letter to [info@modernpolyglots.ie](mailto:info@modernpolyglots.ie)

Please specify in your Cover Letter

- what position exactly you are applying for
- when you would like to start your internship (dd/mm/yyyy)
- how long you are able to work for us
- any special requirements your home university might have to work in Ireland

**without this information your application process will not be proceeded.**

Please do not hesitate to give us a call or email us once you go through this proposal.

We hope we can work together which will be mutually beneficial to both of us.

Yours faithfully,

Modern Polyglots Team,

**Our contacts:**

[info@modernpolyglots.ie](mailto:info@modernpolyglots.ie)

[modernpolyglotshrm@gmail.com](mailto:modernpolyglotshrm@gmail.com) (Human Resource manager)

Please find attached our brochure.