Covering Letter

**Julia Klokun**

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Borodyanka township,

Kyiv region, Ukraine

A person who has a cheerful outlook on life and serious approach to the work is looking for a new job. I have an experience working as a translator and a teacher of foreign languages. I am seeking a career that requires my knowledge of foreign languages and new skills which I have to develop.

**Education**

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**2011 Borys Grinchenko Kyiv University***Philology (teacher of English and French languages) – Bachelor’s Degree*

**2011 National Pedagogical Dragomanov University**

*Philology (translator of English language) – Bachelor’s Degree*

**2013 National Pedagogical Dragomanov University**

*Language and Literature ( English and German languages) – Master’s Degree*

**2013 (October – December) “MAK CO” Educational Centre**

*Gained B1 level in German Language*

**Relevant work experience**

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**2010 – June 2013 Maidanivka Primary and Secondary General School**

Teacher of English and German languages. This position has given me a great experience to cooperate with people and children. After this work I feel myself confident and comfortable speaking to large groups. Furthermore I have obtained an immediate experience to teach children aged 6 to 15.

**June 2013 – present “MAK CO” Translation Agency and Educational Centre**

Translator and trainer

Translate different kinds of documentation: economic, educational, judicial and technical. Developed skills in preparing documents for notarial certification, legalization and apostilization. Learnt to work under stress conditions. Also gained experience to work as a trainer of foreign languages for people aged 3 to 35 years old.

**Other competencies** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Languages: Ukrainian/Russian – native, English – advanced, German – intermediate, French – elementary.

Competent user of PC, office machines and equipment.

Ready to broaden horizons, knowledge and skills in different fields.

No bad habits.