**Uday Itagi,**

**# 166 & 185, 1st Main,**

**4th Cross, ‘C’ Block, DCM Township,**

**Davangere-577002, Karnataka**

**Mobile: +91 8123357649,**

**Emails:** itagi.uday@gmail.com

**Sept 8, 2020**

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**……………………**

**Sir/Madam,**

**Subject:** Application for the post of Translator in Kannada/English

**Reference:** In response to your ad given in the ……………………..dated ……………..

I am writing to apply for the open position with ………………………..Language Services. I hold a Master’s degree in English and have worked professionally in the translation field for the past three years. In my current position as a freelance translator I translate documents and audio from English to Kannada and vice versa; in addition I perform verbal language interpretation on occasion.

I possess native fluency in reading writing and speaking the language and have travelled extensively to Kannada speaking areas. This experience has provided me with a solid grasp of various regional dialects and customs. I have a firm grasp of the Kannada and English languages with an understanding of proper sentence structure grammar rules and vocabulary. Many of my translation poems and stories have been published in various Kannada dailies and magazines. It would be a thrilled to bring my talents to …………..Language Services as your newest Translator.

I have confidence that I am an outstanding candidate for your Translator position and hope that you will contact me soon by telephone or email to arrange an in-person interview. I am sure you will find my portfolio to be an excellent reflection of my skills. I thank you in advance for your time and consideration.

**Yours faithfully**

**Uday Itagi**

**CURRICULUM VITAE**

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**Uday Itagi**

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| **# 166 & 185, 1st Main,****4th Cross, ‘C’ Block, DCM Township,****Davangere-577002, Karnataka** | **Email:** itagi.uday@gmail.com,**Mobile: +91 8123357649** |

**Career Objective:** To be a part of a good company as a translator.

**Summary:** As a Translator I have a considerable experience in translation, translating poems and stories, interpreting meetings, user of Microsoft office 2007, Windows XP, Windows 7, familiar with internet and translation tools. I have the ability to translate documents of any nature and content.

**Languages**: Source Language: English, Target Language: Kannada or vice versa.

**Educational Qualifications:**

* M.A. in English Literature from KSOU, Mysore (2000)
* B.A. in English Literature from the University of Mysore (1998)
* P.G. Diploma in Functional Kannada from Hampi University (2004)
* A one month computer course in M. S. Office.

**Professional Experience:**

* Qualified to translate and edit at professional level for my above mentioned language combinations.
* 8 years professional freelance experience of translating texts from diverse English sources into Kannada and vice versa.
* Arts and Humanities (biography, film, fine arts, literary extracts, literary criticism, art criticism, academic essays, contemporary letters), Business (general, financial, corporate literature, employee communications, invoices, e-mails, contracts), Tourism and Leisure, Web-page Translation / Editing, Marketing Official Documents (birth certificates, life certificates, university degrees / diplomas, equivalences), CVs / Resumes, Journalism.

**Career Highlights:**

* Many of my translation stories, poems, and articles have been published in leading Kannada dailies and magazines such as Udayavanai, Samyuktha Karnataka, Vijaya Karnataka etc…
* Freelance translator and writer for famous online Kannada magazines such as Kendasampige (<http://kendasampige.com>) and Avadhi (<http://avadhimag.com>)
* My Kannada translation of an English poem entitled “I am not that woman,” a poem of II PUC text, has been appreciated by the Indian Institution of Translations Studies, Bangalore.
* Writing poems and articles in English & Kannada in my blog <http://bisilahani.blogspot.com/>

**Personality Traits:**

* Excellent interpersonal skills.
* The confidence to engage large groups of students both inside and outside of the classroom using a virtual learning environment.
* Excellent communication skills in both written and verbal.
* Ability in clarifying the doubts.
* Organizational skills.

**PERSONAL PROFILE**

**Name: ­­­** UDAY ITAGI

**Date of Birth:** 22nd July, 1975

**Nationality:** INDIAN

**Gender:** Male

**Marital Status:** Married

**Passport No:** M 1608445

**Address:**  # 166 & 185, 1st Main,

 4th Cross, ‘C’ Block, DCM Township,

 Davangere-577002, Karnataka

**Emails:** itagi.uday@gmail.com

**Mobile No:** +91 8123357649

**Languages Known:** English, Kannada, Hindi and Arabic

**Leisure Interests:** Reading, listening to music, photography, gardening, blogging & theater-going.

**Qualification:** M.A. in English, and B.A. in English

**Translation Experience:** 8 years

**Profile:** A highly-motivated, enthusiastic, smart-working individual who enjoys working with a team and has great organizational ability and is very much adoptable.

**Reference:** Available on request

**Declaration:** I hereby declare that the above information given in the application is consistent with truth.

**Signature:** Sd

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