

Placement vacancy

Student's Name

Institution of Learning



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Analysis of ‘Work Placement Vacancy’

The work placement vacancy that we have is the position of an English-French translator in the Public Service Alliance of Canada. In the advertisement, the following skills and experiences are outlined: obviously, free command of both French and English; high-level ability to translate in either direction within this language pair; proficiency in application and usage of English and French spelling and grammar; ability to communicate in spoken French and English in order to perform interpretation; good command of word processing and correction software (standard programs like Trados and CAT Pro are obligatory). Aside from purely linguistic abilities, the recruiter is setting forth a separate group of personal characteristic requirements for the applicants: good team-working capabilities as well as readiness to work independently, ability to work under stress and meet strict deadlines. Also, the advertisement mentions the so-called “personal sustainability” issue, i.e. understanding and commitment to trade union and equity principles, which is made familiar with during the process of work and integration into the working environment (Green, 2004).

My skills meet the requirements almost fully. My knowledge of English and French is of a high level, and this fact is certified by official language testing centers (British Royal English Language Testing Center and French Language and Francophone World Center, respectively). I am able to express myself on various topics of scientific, industrial, cultural and everyday subject matter. Concerning the personal qualities, I would say that I also have the characteristics needed for the job: I am able to perform consecutive and simultaneous interpreting for a relatively long time with a relatively low stress level. My knowledge of etiquette and protocol during official meetings gives me the opportunity to participate and

manage the meetings of various levels. Also, I feel secure when given tasks to perform a written translation of documents (official letters, specifications, equipment manuals, publications and so on), always finish them on time. Whether it is a team project or an individual task, I feel equally capable of delivering a high-quality piece of work – English-French translation or vice versa.

The only thing that currently represents a gap between the needed qualifications and my situation nowadays is the ability to work with translation automation PC programs. I have very little experience with that and in fact, I cannot say I am able to work within any of them in a coherent manner. This is the issue that can present a serious hindrance, should I plan to be hired by this company (Jackson, 1988). In order to fill this gap, I would need approximately a month (or three weeks, which would be the least realistic time period for me under normal conditions) in order to get familiar with the program and finalize at least one medium-size project with assistance of such tool. I realize that automation instruments are extremely handy in today's working environment, therefore, I am quite strongly motivated to learn these new skills as soon as possible.

CV and Covering Letter

Position: applying for a position of English-French translator/interpreter.

Education: Master's Degree received from National University (Linguistic Faculty), majoring in technical translation. Profession: translator and interpreter from and into English and French languages. Took an additional Course at Institute of Interpreting,

Simultaneous and Consecutive Translation Course.

Relevant working experience: working on a project for ABDC event and advertising agency (content generation and translation of presentations for ImperAd company and Avangard Foods holding); working for Music Radio (local office) – content generation for the official website, translation of presentations;

Constant access to Internet is available; experienced PC and MS Office user. Responsibility, ability to work in stressful environment and meet deadlines, business etiquette awareness, good communicative skills. Category B driver.

Ready for full-time work within team framework as well as at individual tasks in the office. Ready for business trips.

Coverage letter:

I am really interested in the position you are offering, the work in public service sphere is quite challenging and profitable for the community. My skills meet the requirements your vacancy description sets. The level of proficiency I received during my previous working experience is high, but the character of translation and interpreting activity per se implies constant change, development, transformation and new challenges. I feel that receiving this position would help me stay in tune with today's turbulent world. As for the company, it will definitely profit from the effort and time I plan to devote to my future duties. Having had certain experience of working at a state institution and of performing as a translator and interpreter, I feel I am able and willing to work effectively at government bodies. I find these spheres fulfilling and

meaningful and I feel I can really prove useful in these spheres.

I really hope I will become part of this working unit as a translator/interpreter. Thank you for your consideration.

Reflection

I see the primary and the most fundamental goal of the person who undertakes this position to promote via high-quality translation and interpreting the positions of multiculturalism in our country and abroad. The translation experience that I possess (more than three years) is enough for successful development in this area.

Multiculturalism is considered to be a positive trend in modern society, which has already been affected so much by globalization that the level of interdependence and interrelatedness has become irreversible (Chambers, 2005). Global multiculturalism is no longer an option or a shape of things to come, this is reality, and currently the objective is to organize and administrate multicultural organizations of all sizes at all levels in such a manner that the conflict potential thereof is minimized, and its creative force is multiplied and enhanced. Translation and interpreting activities I would like to undertake in the framework of this job will help promote the inter-language communication on various levels (Nye, 2004).

The IT revolution and the rapid development of the communication technologies have already made a significant impact on the modern world and continue to shape our way of life. Nowadays we witness an unprecedented increase in the amount of information to percept, process, store and use, both in terms of technical devices and

human mind. The greatest challenge is to learn to handle that flow of information effectively (Cox, 1991). Currently the economy has become knowledge-based, and those who understood this earlier than the others and took respective measures will prosper and will always be one step ahead of the rest. This true not only for individuals and groups of people, but also for states and governments (Freeman, 1997).

Each person within the workplace community ends to receive attention partly as a representative of his or hers ethnicity, gender, language group et cetera and as an individual human being, on the other hand (Brzezinski, 1971). It is very important to orchestrate the relations within the group in such a way that they form more of a network than a hierarchy and are mutually beneficial for all participants.

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