

Dear Placement Officer,

I am contacting you from TRANSLIT, a fast-growing company specialising in Translation, Interpreting and Localisation services, both individual and business.

We are primarily based in our main office in Cork, but have an additional office in Limerick and a third one in Dún Laoghaire, Co.Dublin. Between the three office locations, we can typically accommodate 4/5 students during a year for a period of minimum of 4 months and up until 12 months. The internship period is generally defined during the selection process according to our and students' availability.

Each office has a manager. This is a great opportunity for graduates and master students to get working experience in a professional environment. We have received positive feedback from both students and sending organisations.

There are four vacancies we normally advertise:

- **Office Administrator (translation, localisation, interpreting) - by TRANSLIT**
- **Web Developer / Graphics Design / Digital Media - advertised by VIP WEB ([www.vipweb.ie](http://www.vipweb.ie))**
- **Marketing Analyst / Social Media Executive - any department**
- **Sales/Business Agent**

The 1st position is ideal for students doing the following courses:

- **Business Studies / Business & Language**
- **Language Studies**
- **Applied Languages**
- **Language & Literature**
- **European / International / Foreign Studies**
- **Journalism**
- **HR / Management**
- **Accounting & Finance**

The 2nd one would suit students studying:

- **Web / Software Development**
- **Digital Media Design**
- **Computer Engineering**
- **Computer Systems**

The 3rd position is ideal for:

- **Marketing / Advertisement**
- **Research**
- **Social Media**
- **New Media**
- **PR**

The 4th position is a fantastic opportunity for:

- Sales
- Business / Development work
- Book/record keeping
- Contacts prospecting
- Working with CRM

Please notice you can use this email address ([yana@translit.ie](mailto:yana@translit.ie)) for future communication and collaboration with TRANSLIT.

Thank you.

Do not hesitate to contact us for further information.

Kind regards,

Yana Maeva  
HR Manager

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ISO 9001:2015 and ISO 17100:2015 certified



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