

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]
[Date]
[Hiring Manager's Name]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Job Title] position at [Company/Organization Name] as advertised on [where you found the job listing]. With my bilingual skills in [Language 1] and [Language 2], along with my experience in [relevant experience], I believe I would be an excellent fit for your team.

In my previous role at [Previous Company Name], I successfully [specific achievement or responsibility that relates to the job], which not only improved [specific outcome] but also enhanced communication with [specific group or demographic]. I have a strong passion for [related field/industry], and I am dedicated to fostering inclusive environments through language accessibility.

Enclosed is my resume, which provides further details about my background and accomplishments. I would love the opportunity to discuss how my skills can contribute to the continued success of [Company/Organization Name]. I am looking forward to the possibility of interviewing and can be reached at [Your Phone Number] or [Your Email].

Thank you for considering my application. I hope to hear from you soon.

Sincerely,
[Your Name]