



Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

University of Wales Trinity Saint David (UWTSD)

Module Name: Employability and Career Development
Module code: LCLM 4005
Assessment Title: Mock Interview

CertHE Business Skills for the Workplace

Submitted by: Rezgar Bahary
Student ID: 2520214

Lecturer: Rabeya Rahman
Submission Date: 18/10/2026
Word count: 758

Rezgar Bahary
43 Millbrook Rd, B146SE

Dear Sir or Madam,
Word360
18/10/2026

I wish to apply for the role of **Kurdish Face-to-Face Interpreter**, currently advertised on the Word360 website. Please find enclosed my CV for your consideration.

As you can see from my attached CV, I have more than two years of experience at KLS (Kings Heath Solicitors), and I believe that this experience has helped prepare me for the role.

In my previous role involving interpreting and administration, I was responsible for supporting communication between legal professionals and asylum seekers, assisting with immigration-related administrative tasks, preparing documents and organising case files.

During this experience, I developed a better understanding of the importance of accurate communication, confidentiality, impartiality and professionalism when dealing with sensitive information. I also learned how important it is to listen carefully, communicate clearly and help people overcome language barriers, particularly in legal and immigration settings.

All of this, coupled with my enthusiasm and dedication, strong communication skills, attention to detail and commitment to confidentiality, has helped me develop the skills required to work effectively as an interpreter. I believe these qualities would enable me to contribute positively to Word360 and provide professional support to Kurdish-speaking individuals who need interpreting services.

I am confident that I can bring this level of commitment to your organisation and help Word360 maintain its reputation for providing professional interpreting services. With my previous experience and understanding of the importance of effective communication, I believe my contribution would have a positive impact on the quality of service provided to clients.

Thank you for considering my application. I look forward to the opportunity to discuss my suitability for the role and demonstrate how my experience and skills could benefit your organisation.

Yours faithfully,
Rezgar Bahary

Signature:

REZGER BAHARY

Interpreter and Translator Applicant | Journalist | Community Volunteer

Birmingham, United Kingdom | 07490895661 | rezgar.bahary.uk@gmail.com

PERSONAL STATEMENT

Kurdish Freelance journalist, Interpreter in Kings Law Solicitors, community volunteer and aspiring interpreter with experience in communication, research, written material and supporting people in a legal-services setting. Currently studying a Certificate of Higher Education in Skills for the Workplace at the University of Wales Trinity Saint David. Brings cultural awareness, discretion and a careful approach to handling sensitive information, and is seeking opportunities to use language and communication skills in professional interpreting and translation.

KEY SKILLS

- Clear communication, active listening, and written and verbal communication
- Kurdish Sorani ↔ English translation and cross-cultural communication
- Legal and immigration terminology awareness
- Research, information gathering, and analytical skills
- Creative, professional, and accurate writing
- Confidentiality and secure handling of sensitive documents
- Community engagement, relationship building, and stakeholder liaison
- Professional conduct, teamwork, and following instructions and procedures
- Computer literacy and IT proficiency
- Awareness of historical, political, social, and international issues
- Ability to work effectively in a dynamic professional environment

EDUCATION AND QUALIFICATIONS

South and City College Birmingham

Functional skills English

Matthew Bulton College

Grade 4 Maths Skills

University of Wales Trinity Saint David (UWTSD), Birmingham

Certificate of Higher Education in Skills for the Business Skills January 2026 - expected January 2027

Law studies in Baneh, Kurdistan

Studied law for approximately three years; qualification not completed.

RELEVANT EXPERIENCE

Interpreter, Translator and Community Support, in Kings Law Solicitors Birmingham

- June 2024 – present (as stated in previous CV draft)
- Supported communication and community-facing activities, including helping people access information.
- Contributed to research and preparation of written material relating to community and human-rights issues.
- Worked with colleagues in a professional setting and treated sensitive information with care.

Legal Office Assistant and Immigration Casework Support in Kings Law Solicitors

- Organized, sorted and archived client files and supporting documents.
- Assisted with preparing evidence bundles and uploading documents to MyHMCTS under supervision.
- Helped prepare materials relating to asylum fresh claims, screening interviews and refusal responses, with work checked by colleagues.
- Approximately seven months of work experience; dates to be confirmed by letter.

JOURNALISM AND COMMUNITY ACTIVITIES

Freelance Journalist, Writer and Analyst

- More than 15 years' experience (based on information previously provided)
- Researched and prepared articles, interviews, reports and commentary on Kurdish affairs, human rights and regional politics
- Communicated with media organisations and sources and adapted information for different audiences.
- Developed research, interviewing, writing and deadline-management skills.

LANGUAGES

Kurdish (Sorani): Native

English: Advanced

Farsi: Native

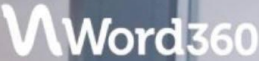
Kurdish (Kurmanci): Advanced

Kurdish (Bahdini): Advanced

REFERENCES

Available on request.

 LinkedIn



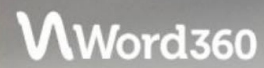
We Are Hiring!

Account Executive

Head Office, Birmingham
Up to £30,000 DOE

Apply today! Email our team at:
 recruitment@word360.co.uk



The logo for Word360, featuring a stylized 'W' icon followed by the text 'Word360'.

We Are Hiring!

Senior Account Manager

Head Office: Birmingham



Apply today! Email our team at: recruitment@word360.co.uk

Charlotte Cross - Head of Interpreting at Word360 Translation and ...

Visit >

 LinkedIn

Come see us!

Leeds Jobs Fair by The Bridge

- 7th February 2025
- First Direct Arena, LS2 8BY
- 10am - 1pm



Scan to find out more!

**Word360****THE BRIDGE**
CONNECTING PEOPLE



joinus.word360.co.uk

Saved Jobs

Log In

Menu

Search Jobs

32 Vacancies

Refine

Sort:

Date Posted

1

2

3

Next

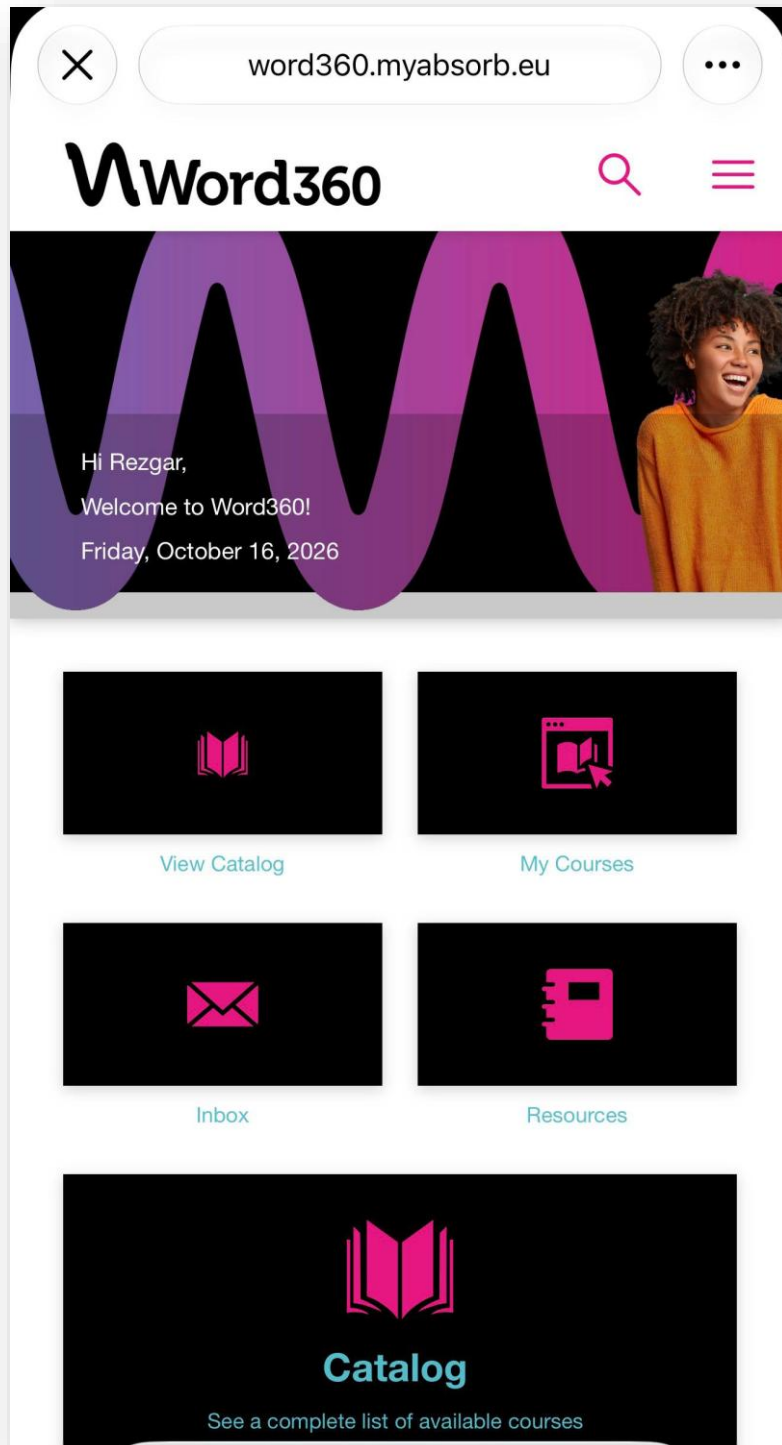
Last

Face-to-Face

Interpreter/Remote -

Samli

Page 8 of 20



×

word360.myabsorb.eu

⋮

Word360

🔍

☰

INFO



Info

▼



📷

Username
rezgar.bahary.uk@gmail.com

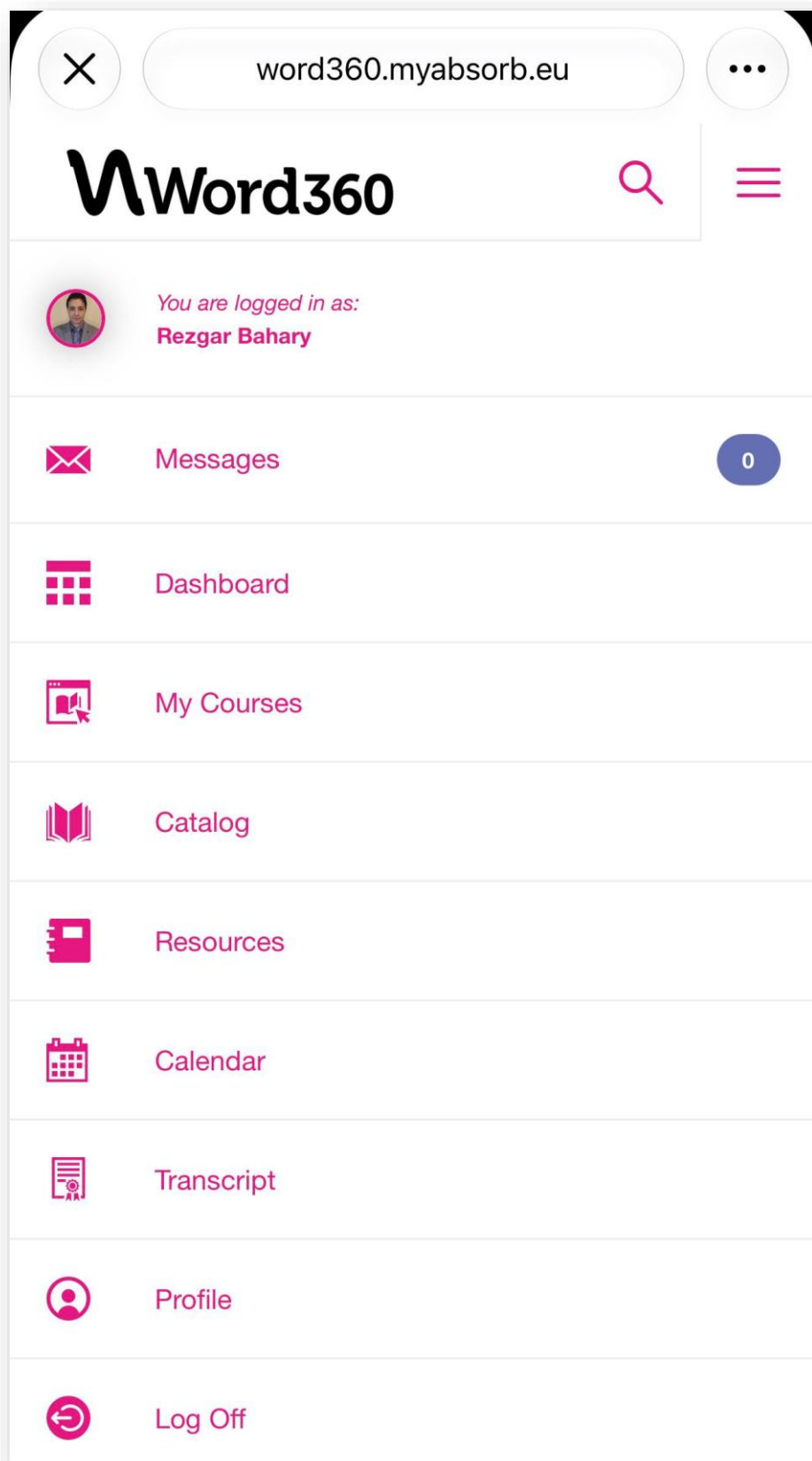
Email
rezgar.bahary.uk@gmail.com

Department
October 2026

Edit Profile

Change Password

Page 10 of 20



word360.myabsorb.eu

Edit Profile

Change Password

Profile Information

First Name

Rezgar

Middle Name

Last Name

Bahary

Username

rezgar.bahary.uk@gmail.com

Email

rezgar.bahary.uk@gmail.com

Page 12 of 20

word360.myabsorb.eu



Word360 Induction 2025

You must complete 5 of the following course(s).

5 of 5
Course(s)





Word360Induction: Standards and Ethics of Interpreting

Online course

Completed





Face to face bookings- best practice

Online course

Completed





Remote Interpreting- Best practice 2

Online course

Completed





Wordskii Training

Online course

Completed





INT- Invoicing Process 2025 Update

Online course

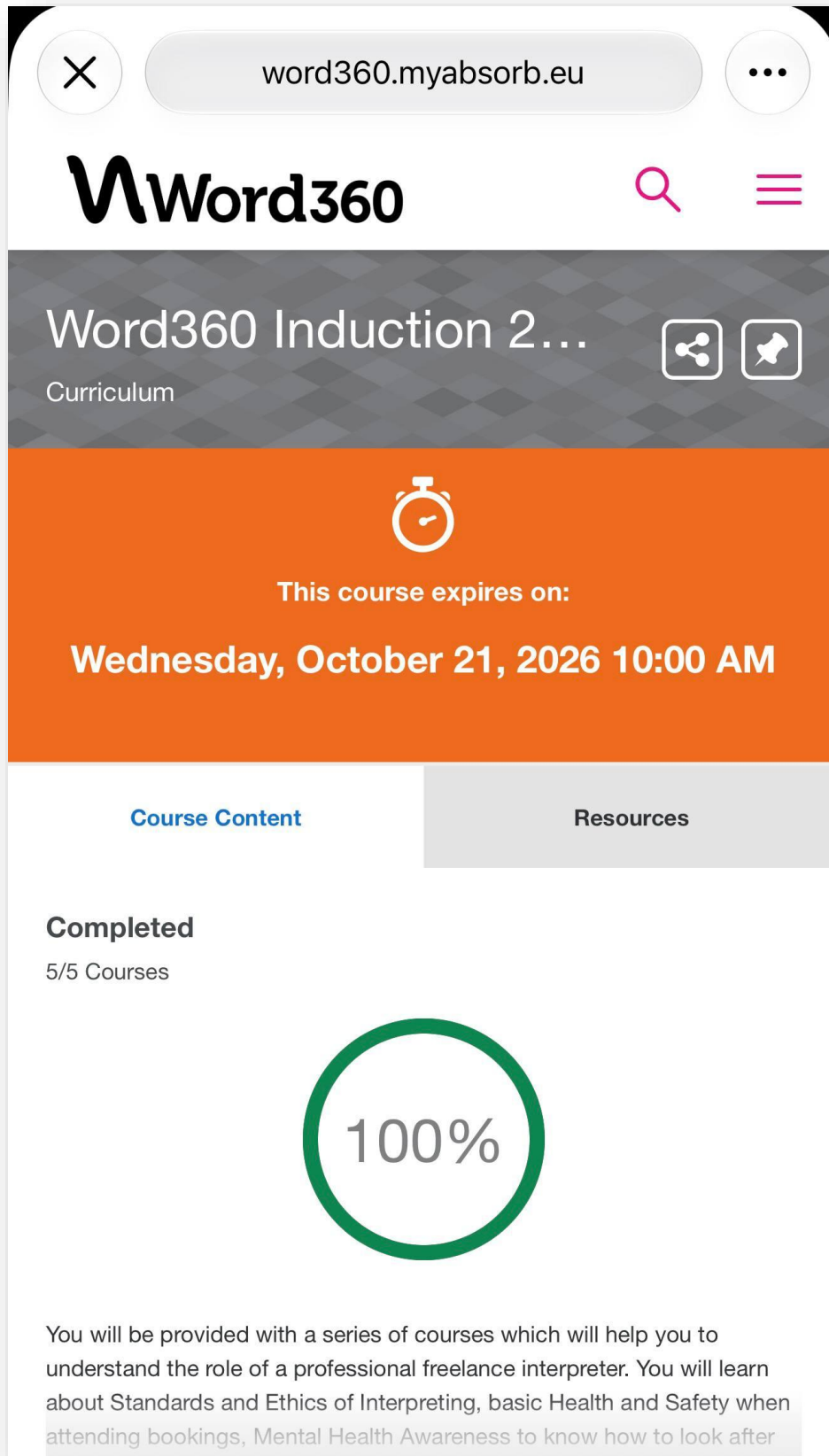
Completed



Certificate



Word360 Induction 2025



Final Reminder - Complete Onboarding & Induction Training Today

Inbox



joinus@word360.co.uk Oct 15

Dear Rezgar, This is a final reminder that you are r...



me Oct 15

to joinus@word360.co.uk



Dear Recruitment Team,

I am writing to confirm that I have completed my induction training courses and paid £54.20 for DBSOnline.

Could you please confirm whether any further onboarding documents or requirements remain outstanding? I would like to ensure that my registration can proceed without any delay.

Kind regards,
Rezgar Bahary

You will be provided with a series of courses which will help you to understand the role of a professional freelance interpreter. You will learn about Standards and Ethics of interpreting, basic Health and Safety when attending bookings, Mental Health Awareness to know how to look after your mental health while delivering interpreting services as well as how to handle bookings requested by mental health professionals. Furthermore, you will also learn the best practice when attending face to face and remote interpreting bookings as well as you will get to know Wordlike which is our platform which you will use for managing your bookings, invoices and communicating with us.

Course Content

Course	Status
Word360 Induction 2025 You must complete 5 of the following course(s)	5 of 5 Courses
Word360Induction: Standards and Ethics of Interpreting...	Completed
Face to face bookings: best practice	Completed
Remote Interpreting: Best practice 2	Completed
Wordlike Training	Completed
WFI: Working Process 2025 update	Completed

Completed
5/5 Courses

100%

Certificate

Word360 Induction 2025

Tags

Courses
Professional Freelance Interpreter
Role
Series
Word360Induction

DBS Inbox



joinus@word360.co.uk Oct 14

to me ▾



Dear Rezgar Bahary

We can help you apply for one if you do not already hold one.

As you have opted to apply for your Enhanced DBS certificate through us, please find the link to the online application form below:

<https://checksdirect.co.uk/ebulk/self-service.php>

To start your application, please follow the below steps:
Click the 'Register with us' button and enter your user information. You will be asked for an Organisation PIN Code - ours is 31358. Click 'Proceed'.

Enter the organisational passphrase:
WORDENHANCED.

Create a password (at least eight characters including one uppercase, one lowercase, one number and one special character).

Click 'Submit' and fill out the rest of the application form. If you have any problems logging in, please contact a member of the Checks Direct team on 0292 060 2356 or email them at contact@checksdirect.co.uk. Please include your organisation information so they can assist you.

Once your application details have been approved by Word360 and the ChecksDirect counter-signatory, you will receive an email from ChecksDirect inviting you to make the £62.70 payment (though you will also be given the option to pay early after you have filled in

You have been enrolled in Word360 Induction 2025

Inbox



Word360 Oct 14
to me ▾



Hi Rezgar Bahary,

Please be advised that you have been enrolled in the following curriculum:

Word360 Induction 2025

Your curriculum can be accessed by selecting the link below:

<https://word360.myabsorb.eu>

This curriculum consist of series of courses, and it will stay active for 7 days from the day you received this email. If you are unable to complete this curriculum within 7 days, please contact the recruitment team on joinus@word360.co.uk or 0121 554 1981 option 4.

Thank you,

Word360

Note: This is a system generated message. Please do not reply to this email.

You have completed
**Word360Induction: Standards and
Ethics of Interpreting**



Inbox



Word360 Oct 15
to me ▾



Hi Rezgar Bahary,

You have now successfully completed the following
course:

**Word360Induction: Standards and Ethics of
Interpreting**

By accessing your transcript you can review your
scores, certificates, and/or badges that are associated
with this course.

Congratulations!

Word360

Note: This is a system generated message. Please do
not reply to this email.

Language Assessment required for Face-to-Face Interpreter - Birmingham - Word360

Inbox



Word360 Oct 13
to me ▾



Hi Rezgar,

As part of your application process, we require you to complete a short language assessment consisting of 10 questions. For each question, you will listen to a recording and repeat what you hear.

- If the recordings are in English, please repeat them in the language you have applied for.
- If they are in the applied language, repeat them in English.

Please note:

- You can only record each response once.
- You **must** have your camera on when recording your response, **we must be able to see your face.**
- All recordings will be reviewed by an assessor.
- Ensure you're in a quiet and private environment, excessive background noise may affect sound quality and you will not be able to retake the assessment.
- The assessment needs to be completed today.

Your application for Face-to-Face British Sign Language Interpreter



Inbox



joinus Oct 17
to me ▾



Dear Rezgar Bahary,

Thank you for your recent application for the position of Face-to-Face British Sign Language Interpreter.

We have successfully received your application and our recruitment team is currently reviewing all applications.

What happens next?

Application Review

We will review your application and assess your suitability for the role or assignment.

Shortlisting

If your application is shortlisted, we will contact you by email with details of the next stage. Please check your **Junk/Spam** folder regularly and consider adding our email address to your safe sender list, as most communication will be sent via email.

Pre-screening / Assessments

Depending on the opportunity, you may be invited to complete a pre-screening call, online assessment, interview, or other selection activity.

We also recommend revisiting the original advertisement, as it contains useful information about the role, requirements, and recruitment process.