

Transcriber Cover Letter

1416 Ebert DamMicaberg, TX 16968-4231

Dear Landry Bruen,

I am excited to be applying for the position of transcriber. Please accept this letter and the attached resume as my interest in this position.

In the previous role, I was responsible for context (e.g., nonverbal sounds, noises, additional details, etc.) around the written text in the transcript (as needed) so that a person reading it will have a clear understanding of what (and/or how) something was said, just as the spoken words were understood by the interviewer.

My experience is an excellent fit for the list of requirements in this job:

- Skill to work in collaboration with captioners and students to develop knowledge of existing and new technical terminology and vocabulary
- Skills to maintain records
- Meticulous, careful personality with attention to detail
- Previous transcription experience
- Language training
- Teaching experience in ESL or English
- Earphones/headset, see Headset recommendations
- Internet connection

Thank you for your time and consideration.

Sincerely,

Morgan Kunde