

# Transcriber Cover Letter

3857 Major KeyFraneckiberg, MT 24327

**Dear Skyler Hermann,**

I submit this application to express my sincere interest in the transcriber position.

Previously, I was responsible for real-time captioning services for people in the WVU-community who are Deaf and Hard of Hearing, using computer software to record, edit, store, and provide meaning-for-meaning transcripts in a text-based format; provide post-production captioning of media, as assigned.

Please consider my qualifications and experience:

- Computer (PC or Mac)
- Previous/current experience, demonstrated accuracy and speed at digital voice transcription
- Transcription of behavioral science interviews
- Transcription of difficult audio files (i.e., multiple speakers, noise, accents, acronyms, poor sound quality)
- Familiar with Army or military service terminology
- Owns and is familiar with using transcription hardware/software
- Excellent English comprehension and writing skills
- Sound business ethics, including the non-disclosure of interview data and Personally Identifiable Information (PII)

**Thank you in advance for taking the time to read my cover letter and to review my resume.**

Sincerely,

Rory Ratke