

Transcriber Cover Letter

609 Maryland RapidPort Juanview, VA 58330

Dear Riley Auer,

In response to your job posting for transcriber, I am including this letter and my resume for your review.

In the previous role, I was responsible for 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.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

- Strong listening skills while being able to type at an above average pace (30+ WPM)
- Detail oriented with a focus on client requirements
- Knowledgeable and passionate about standard internet tools
- Cyclical work shift including work hours at night and working on weekend
- Excellent listening and writing/spelling skills in Canadian French
- Good reading and comprehension skills in English to understand guidelines
- An understanding of medical terminology, HIPAA, CAP, and ISO is preferred
- Native Language French - France

Thank you for your time and consideration.

Sincerely,

Sawyer Hammes