

# Transcriber Cover Letter

1054 Kuhn ShoalLake Nestor, TN 34716-9102

**Dear Story Beatty,**

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 my previous role, I was responsible for captioning/CART with the speed and accuracy needed for post-secondary and graduate/professional classroom lectures, academic activities, and academic course-related events with an easily readable format.

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

- Excellent listening and writing/spelling skills in Chinese
- Good reading and comprehension skills in English, able to understand guidelines in English
- Hospital Fire Life Safety within 60 days of hire
- Mother tongue German
- Should have a good command over Hindi
- Should have good knowledge of Hindi grammar
- Graduates preferred
- Strong communication skills in Hindi and English

**Thank you for considering me to become a member of your team.**

Sincerely,

Skyler Mann