

Transcriber Cover Letter

14687 Brekke VistaEnriquemouth, IL 29886-6702

Dear Baylor Ward,

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 accurate transcriptions of the language and vocabulary used in the various academic, instructional, and/or administrative situations; and maintain confidentiality.

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

- Build and manage relationships with internal departments
- Recognized certification in language transcription (healthcare, legal or community) preferred
- Excellent listening, writing and spelling skills in one of the above languages
- Good reading and comprehension skills in English
- Should have a good command over spoken English
- Should have good knowledge of grammar
- Prior experience in typing letters, correspondence and other documentation highly preferred
- Detailed-oriented critical thinker who can work independently and maintain organizational and literacy skills

Thank you in advance for reviewing my candidacy for this position.

Sincerely,

Gray Beier