

ATTN: Hiring Manager,

I was excited to see your listing for the Transcriptionist position at Alpha Sights. As a self employed writer / transcriptionist with over 5 years of professional experience writing articles, ebooks, SEO embedded blogs, video transcriptions, I'm sure that I would be a valuable asset to your team.

Your job listing mentions a need for someone knowledgeable in typing and transcribing, which is an area I have extensive experience in. I currently type about 70 WPM and I'm certain that I will be able to complete the assignments and tasks on time.

I look forward to discussing the Transcriptionist position and my qualifications with you in greater detail. I'm available to talk at your soonest convenience.

Thank you for your time and consideration, I'm looking forward to hearing back from you.

Sincerely,

Tejas Parekh