To,

[Recipient Name]  
[Company Name]  
[Address]

Re. Application to work as a Transcriptionist

Dear Meezo,

I am Stephen Andrew from New York United States writing to you with reference to the advertisement of your company for the fulfillment of the vacancy of a transcriptionist on social media. I did a Master's in English languages and Literature from the University of Alaska, Fairbanks. I also did a six months’ short course in Transcription and Technical Writing from Desha Community College, Toronto in 20XX. I worked as an editor in Shemar Magazine where I also paid my services in translating manuscripts from March 20XX to September 20XX. After that, I got selected in The Yorker Studio, New York where I worked as a transcriptionist from August 20XX to November 20XX. Afterward, I came back to my hometown Alaska. Now I am seeking a home-based work relevant to my forte of working and experience both.

I am efficient in listening and converting the voice into words quickly. As I did my masters in English Languages and Literature, so I have a sound knowledge of English grammar and punctuation. Working in New York enabled me to handle the work in piles and generate efficient and quality text using good vocabulary by replacing the worn-out words in the audio.

I can type fast while listening to the audio simultaneously with no supervision. My job as an editor helped a lot in trimming down and embellishing my writing style. I hope I meet the eligibility conditions mentioned in the ad. I will be indebted to have an opportunity to be part of the wonderful team of your company.

Thank you.

Sincerely,

Signature