

Rikki Richardson

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Ignatius M. DeBoss
Human Resources Manager
Washington School for the Deaf
611 Grand Boulevard
Vancouver WA 98661

Dear Mr. DeBoss:

Recently, I read your advertisement in the Oregonian for an Educational Interpreter. I am a graduate from Portland Community College with an AAS in Sign Language Interpretation. The training and skills I have acquired, coupled with my related work experience, enable me to meet the qualifications of this position.

I am familiar with your school program for the deaf and am excited to hear about this opening. I have training and experience related to interpreting in an educational setting, and have strong ASL and fingerspelling skills. I am certified in both Interpretation and Transliteration through the Registry of Interpreters for the Deaf.

Enclosed is my resume. I look forward to the opportunity to discuss my qualifications with you. I can be reached at (503) 555-0001 or rikki_itp@yahoo.com. Thank you for your consideration.

Cordially,

Rikki Richardson

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