

Data Entry Assistant Cover Letter

6958 Smitham Knoll Balistrerihaven, UT 95494

Dear Avery Bashirian,

I submit this application to express my sincere interest in the data entry assistant position.

In my previous role, I was responsible for general administrative support for Corporate Office personnel including (but not limited to) typing letters, filing, data entry and report distribution.

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

- Familiar or interested with the functionality of database systems
- Experience with spreadsheets and Word preferred but willing to train
- Experience with database systems is preferred
- Experience with database management systems and/or accounting software
- Possess an 'O' Level education or above
- Meticulous, detail oriented with high accuracy working on large volume of data
- Knowledge in MS Office applications (Microsoft Excel)
- Basic understanding of databases and web application databases

Thank you in advance for taking the time to read my cover letter and to review my resume.

Sincerely,

Tatum Kirlin