

# Data Entry Assistant Cover Letter

51231 Robel Estates Champlinstad, ND 83109

**Dear Armani Hessel,**

I am excited to be applying for the position of data entry assistant. Please accept this letter and the attached resume as my interest in this position.

Previously, I was responsible for administrative support and back up support to the production team including typing memos, documents and schedules, photocopying, computer data entry and filing.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

- Knowledge of Wellspring Sophia helpful
- Knowledge of legal terms, contracts or patents helpful
- Database remediation experience desirable
- Experience in word based systems, particularly excel
- Eagerness to learn new process and help develop these processes to be more efficient
- Proof read and copy across long description to our systems
- Use excel to build product information
- Work with imagery systems to upload imagery to the website

**Thank you for your time and consideration.**

Sincerely,

Stevie Reichel