

Data Entry Assistant Cover Letter

58169 Refugio Estates Taylorfort, MN 27719

Dear Tatum Dach,

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 consulting service to Microsoft key customers on Data Insights and AI design and development to enable customer's digital transformation.

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:

- CSST certifications preferred to understand terms
- Certification of Microsoft Office product training preferred
- Experience with MS Office (Word, Excel, Access, Outlook, PowerPoint) with a focus on Excel
- Microsoft Office, project management methodology and tools
- Able to speak Vietnamese and English (Mandatory)
- Able to commit for a minimum of 3 months
- Requires good knowledge of math principles, English, and spelling
- Demonstrates effective interpersonal skills and behaviors conducive to a service/team-oriented environment (e.g., diplomacy, tact, flexibility, positive approach)

I really appreciate you taking the time to review my application for the position of data entry assistant.

Sincerely,

Parker Schneider