

Data Entry Assistant Cover Letter

5673 Gilda ShoalAlisonberg, IN 94836-2356

Dear Emery Welch,

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

Previously, I was responsible for the clear guideline on key tasks for APAC and Countries teams to fill in the master data properly in the excel format or in the system.

Please consider my qualifications and experience:

- Possess strong research motivation
- Adhere to firm deadlines
- Committed individual to quality, accuracy, and efficiency
- Access to reliable vehicle
- Clear motor vehicle report, and criminal background check
- Comfortable with Microsoft Excel, Word and Google docs
- Sound understanding and working of ERP systems
- Demonstrated expertise with Microsoft Windows operating system and MS Office applications

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

Sincerely,

Quinn Leffler