

Data Entry Assistant Cover Letter

89471 Waldo Squares North Shannaside, GA 55924-1656

Dear Parker Rippin,

I would like to submit my application for the data entry assistant opening. Please accept this letter and the attached resume.

In my previous role, I was responsible for office support including but not limited to typing, data entry, copying, faxing, filing, preparing and/or hanging flyers or bulletin boards, and other support as needed.

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

- Understanding of insurance policy / terminology will be a bonus
- Handles Customer Account information
- Sorts, Files, Emails, Copying, Distributes Mail
- First to answer incoming calls
- Data Entry using a spreadsheet
- Typing, keyboarding and proofreading skills
- Good organizational skills and workload management
- Proficiency with Microsoft Excel (will be exporting data into Excel spreadsheets containing pivot tables)

Thank you for considering me to become a member of your team.

Sincerely,

Emerson Feeney