

Data Entry Assistant Cover Letter

27773 Marietta Roads Kristinahaven, ME 32151-0045

Dear Sutton Morar,

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

In the previous role, I was responsible for a variety of routine office duties involving typing, invoicing, record and file maintenance, data entry, meeting/travel arrangements.

Please consider my qualifications and experience:

- Planning skills to be self-directing and to work with a minimum of supervision
- Build new product web pages using our content management system (training provided)
- Maintain content within our Content Management System (CMS) system to ensure that materials are up-to-date and accurate
- Comfortable with learning new software and applications
- Remain focused and calm within a fast paced environment
- Continuity of process and delivering quality work
- Proficient knowledge in Microsoft Office, 10-key data entry and typing
- Knowledge and experience with Raiser's Edge preferred

Thank you for your time and consideration.

Sincerely,

Brooklyn Kuvalis