

Firmaye
Addis Ababa, Ethiopia
dadifirmaye@gmail.com
+251 918913180
11/03/2024

New Zealand

Dear Hiring Manager,

I am writing to express my interest in the Data Entry Operator position at your company. As a 5th year Computer Science and Engineering student with a strong aptitude for learning, I am eager to contribute to your team and gain valuable experience in the field.

While I may not have prior professional experience in data entry, I am a quick learner and adaptable to new technologies and processes. Throughout my academic journey, I have gained a solid foundation in computer science principles and honed my analytical and problem-solving skills. I have a keen eye for detail and accuracy, which I believe are essential for data entry tasks.

I am proficient in using Microsoft Excel and have utilized it extensively for various academic projects. I am confident in my ability to efficiently handle data, perform data entry, processing, and formatting tasks, and ensure data integrity.

Moreover, my strong organizational skills and ability to prioritize tasks will enable me to meet deadlines and effectively manage multiple responsibilities. I am a proactive and dependable individual who is eager to contribute to a collaborative team environment.

To demonstrate my commitment and willingness to learn, I am prepared to offer my services at no cost until you are satisfied with the quality and value I bring to your organization.. If given the opportunity, I would like to prove my skills and showcase the value I can bring to your organization.

Thank you for considering my application. I am available for an interview at your convenience to further discuss how my skills and enthusiasm align with your requirements. Please find my attached resume for your review.

Sincerely,
Firmaye Dadi