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|  | | |  | Jordan Alexis |
| Dear Hiring Manager Hello, my name is Jordan Alexis, and I’m interested in filling your Data Entry Specialist/Student Services Intern position. It may please you to know that I have experience in the following:  • With two years of experience with handling information for clients  • Intermediate experience in using Microsoft Office  • Answering questions and addressing complaints  • Excellent oral and verbal communication  • Experience using Cloud Computing  • Experience addressing data inconsistencies by working with administrative staff to locate missing data.  • Sorting and filing information in an electronic Database  • Provide knowledgeable answers to questions about product, pricing, and availability  I would love to talk more about my experiences within the field so that you can better access my background.  Thank you for taking the time to review my resume. I look forward to talking with you.  Sincerely,  Jordan Alexis |
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