April 20, 2025

Hiring Manager  
FedEx  
Remote – Port‑Cartier, QC

Dear Hiring Manager,

I am applying for the remote, part‑time Data Entry Specialist position at FedEx (Job ID 2974). While serving with the Ghana Armed Forces, I developed and managed a Microsoft Access database that organised engineering project information for the Directorate of Engineer Services. This required meticulous data entry, ongoing validation checks, and the preparation of concise Excel summaries for leadership.

These responsibilities refined my proficiency with Excel, Access, and SQL and reinforced my commitment to accurate, well‑structured data. I am confident these skills align with FedEx’s need for reliable data entry and quality assurance.

I value data integrity and confidentiality and am comfortable working independently from a home office to meet strict deadlines. I look forward to the opportunity to contribute to FedEx’s data‑driven operations.

Thank you for considering my application. I would welcome the chance to discuss how my experience can support your team.

Sincerely,

Lawrence Ayim