**JUN ZHOU**

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**Harrison, ACT 2914**

**Australia Citizen**

**Australia Full Driver License， Work with Vulnerable People Card**

RE: APS 3 Data Entry

Dear Hiring Manager,

I am writing to express my interest in the Data Entry Officer position as advertised on seek.com.au. With a results-driven approach to administrative tasks and a meticulous focus on compiling and evaluating data, I am eager to contribute my skills to your dynamic team.

As an Australian citizen with a comprehensive educational background in Information Technology, including an ongoing Information Technology Diploma at TAFE NSW, I bring a unique blend of technical proficiency and adaptability. My coursework has equipped me with skills in cloud storage solutions, software development methodologies, and project management tools, providing a solid foundation for handling the data entry responsibilities outlined in the job description.

My professional journey includes an internship at Ausmate Group, where I collaborated with a cross-functional team to develop and maintain web applications. This experience honed my skills in front-end development using HTML, CSS, and JavaScript, as well as troubleshooting and debugging web applications.

In my role as a Kitchen Manager at Goodstart Early Learning, I demonstrated meticulous attention to detail, time management, and the ability to work efficiently in a high-pressure environment. Through efficient stock inventory management, I achieved a 20% reduction in waste and a 15% cost-saving. My commitment to delivering exceptional results is further evidenced by my proactive engagement with parents and children, resulting in a 10% increase in overall satisfaction.

My technical proficiency extends to advanced skills in Microsoft Office Suite, including SharePoint, Dynamics CRM, and MSSQL services. I am adept at using IT support tools such as Jira and Active Directory for effective issue tracking and resolution.

I am excited about the opportunity to contribute to the government roles and am confident that my skills and experience align with the requirements of the Data Entry Officer position. I am available for an interview at your earliest convenience and look forward to the possibility of discussing how my skills can benefit your team. Thank you for considering my application. I appreciate your time and consideration.

Sincerely,

Jun Zhou