

# ROMJAN

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ANY

RE: Data entry clerks

Dear Hiring Manager,

Upon learning about the Data entry clerks posting with Any, I was eager to contact you with my interest. When reviewing the job description, I was excited to see how well my experience aligns with your company's needs and position requirements. From reading your company's website, I feel your core mission and culture suit what I offer as a professional.

As an adept Data Entry Clerk, I have a well-rounded skill set in Data Entry and honed talents in Attention to Detail and Decision-Making, making me an ideal fit for the Data entry clerks position. Further, I am a recognized expert in teamwork and a communicative collaborator. My previous roles have strengthened my capabilities in customer service and planning, including a keen attention to detail and accuracy.

I am excited at the prospect of bringing my talents to Any. I look forward to hearing from you, at your earliest convenience, to discuss how my experience and qualifications will prove valuable in the Data entry clerks role.

As you can see in my resume, I have a gap in my employment history where I was unable to work due to contracting COVID-19. Having made a full recovery and tested negative for the virus, I'm ready to return to the workforce.

Thank you for your time and consideration.

I am available for day or night shifts, depending on your specific needs. In either case, I am sure that my experience and skills will be a useful resource for your company.

Thank you, in advance, for your consideration.

Best regards,  
Romjan