




**Fara Ara**

 (+61) 0412063055  
 [fargol\\_ra@yahoo.com](mailto:fargol_ra@yahoo.com)  
 Melbourne, Australia

October 03, 2019

Dear HR Team,

It is with great enthusiasm that I submit my application for the position of “Data Entry Clerk” with such a reputable company. I was excited to see the available job, due to having extensive experience in the field Data Entry Clerk and Administrative Officer, and great interest in working in such an energetic professional environment!

I have broad Data entry and administration experiences in various atmospheres which improved my problem and conflict solving and time management skills. Working as a “*Data Entry and Administrative Officer*” in two medical equipment companies, improved my accuracy to details, due to working with sensitive documents. Besides, during my education, I was chosen to be the administrator of the education committee and the informatics committee for two years.

My willingness to work with a computer, collecting and entering the data and administrative jobs, satisfies me, and I never feel exhaustion. Working in a book publishing company with many types of data and statistics, increased my speed in organising and documenting and also data entering. I consider myself to be a friendly, accountable, and self-motivated worker who manages all duties efficiently. I am enthusiastic about learning and improving my skills and experiencing new opportunities.

Thank you for dedicating your time to consider my application.

I look forward to hearing from you.

Sincerely yours,

Fara Ara