July 15, 2024

Dear Mr./Ms.

I wish to apply to be a data encoder to gain experience and to enhance my skills. I am a graduating student this coming August in Bachelor of Elementary Education (BEED) at Ramon Magsaysay State University – Main Campus in Iba, Zambales. I will be graduating with an Academic Distinction Award, and I am also a consistent Dean’s Lister since 2nd year in college.

I am 23 years of age, owned a laptop, and a computer literate person with a typing speed of at least 35 words per minute.

Given the chance to be hired will surely help me to improve my personal competencies. And I can assure you that I will give my best to do the job perfectly.

I shall be available for interview at your most convenient time.

Thank you very much.

Very Respectfully yours,

Erika Mae E. Reyes