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Subject: Application for Junior Data Entry Position (Remote or Onsite) in Your Esteemed Company.

Dear Hiring Manager, and All Company Team Members, Thank you for taking the time to review my letter.

I'm applying for the Junior Data Entry position and eager to contribute my skills, accuracy, to your team.

My passion for design, technology, and digital tools has driven me to develop a broad range of skills through self-learning and a strong commitment to growth.

Here are the areas I specialize in:

Graphic Design: I create flyers, banners, and social media content, photo enhance and upscale using tools like Photoshop and Canva. I also incorporate AI to boost creativity and enhance results.

Video Editing : I use PowerDirector and CapCut to create engaging videos with transitions, green screen removal, and platform-specific timing. My solid grasp of editing principles allows me to work with any video software.

Data Entry : I'm skilled in MS Word, Excel, Pdf editing (export or delete pages, write on pdf ) and especially PowerPoint, where I create impactful presentations and convert files into multiple formats.

Web Design : I build static websites pages using drag-and-drop tools. With WordPress, I create attractive front-end designs, set up sites and SSL certificates, and use Elementor to design custom headers, footers. I also handle backups, restorations, migrations, and plugin setup, hosting a website and business email setup. My portfolio showcases all these skills in action.

3D design : As a junior 3D architectural designer, I use SketchUp and rendering tools to create realistic visuals.

System : I manage OS installations and troubleshooting, perform factory resets, and recover lost data using precise file names and sizes.

I leverage AI to enhance learning and creativity, and I'm passionate about adapting to new technologies to build a strong, impactful career in IT. I believe these skills make me a strong fit for a junior-level creative or technical role. You're welcome to explore my portfolio to see real examples of my work and results. I hope my resume highlights skills that align with your company's needs. I'm ready to give my best in a team built on passion, support, and mutual respect—where we can grow together.

As a self-taught professional, I've developed my skills through consistent learning and dedication. I have basic English-speaking skills that support my research and communication, and I'm confident in writing while continuing to improve my spoken English. I've been driven by passion from a young age, I've used online resources to develop real-world technical and creative skills. I value knowledge-sharing and believe mutual respect and passion lead to true success.

You're welcome to explore my work on YouTube, LinkedIn, or Behance, I'm a fast learner who values shared knowledge and believes passion and respect drive success.

What matters most to me is being part of a healthy work environment built on honesty, mutual respect, support, and appreciation. I will always do my best to contribute positively, support my team, and deliver quality results, and I would love to work for a company that truly sees and values the depth of my talents. I regularly share live examples of my work that showcase my wide range of skills on my portfolio and YouTube channel. It would be an honor to have you visit and explore my projects.

I'm excited about the opportunity to work with your team and am open to both remote and on-site work. With my skills and dedication, I'm confident I can contribute to your team's quality and collaboration. I believe that together, we can grow through respect, shared learning, and passion.

While I understand the recruiter's process, this document is lightweight and ATS-friendly. A well-designed, professional version is available on my LinkedIn profile and portfolio, in both French and English. It would be a great pleasure if you would like to visit them.

Thank you for taking the time to review my application. I look forward to the possibility of discussing this opportunity.