

Skyler Thompson

Data Entry Specialist | skyler@youremaiL.com | (125) 456-7890 1123 Bridge Street, Boston, MA 12345

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Akira Tanaka

Hiring Manager
Johnson and Roberts Law Associates
(987) 654-3210
a ki rata na ka @ johnso na n d ro berts.com

Dear Mr. Tanaka,

As a data entry specialist with seven years of experience, I have a proven track record of coordinating with high-performance teams to manage complex data migration efforts. During my time with Rosenthal Legal Associates, I led efforts for a major project to migrate data for over 5K clients to a new internal CRM platform. My qualifications and experience make me an ideal candidate for the data-entry specialist position with your organization.

Johnson and Roberts Law Associates' prestigious reputation as a high-end Legal firm draws me to apply for this position. As a data specialist, I have a passion for identifying creative solutions for complex data migrations, and I believe that I can deliver valuable contributions to your team based on my previous accomplishments:

- Led a major project to migrate confidential data for 5K client accounts to a new CRM tool, which included developing a new audit review process to ensure accuracy and data integrity
- Improved productivity for the marketing data team by developing new workflows, prioritizing project tasks, and automating manual data entry, which saved 15 work hours per week
- Provided training to 10+ new hires and delivered support to team members to identify solutions for technical issues during the data migration process

I hope to speak with you further regarding how my experience can help your organization improve accuracy and data integrity. Please contact me via phone or email at your convenience. I appreciate your time and consideration.

Best regards.

(Insert Signature Here)

Skyler Thompson