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To whom it may concern,

I am writing to express my interest in the Data Clerk position at Golden Belt Printing, INC. With hands-on experience in data entry, documentation, and system support from my recent roles in both government and private sectors, I am confident in my ability to contribute to your team's efficiency and data integrity.

My background includes serving as a Data Encoder for the City Government of San Fernando and Barangay Dolores Office, where I managed large sets of records with precision and speed. Additionally, I held various roles at Tarellia Solutions OPC, including Documentation Analyst and Quality Assurance, where I handled data-related tasks such as preparing technical documents and verifying system accuracy through rigorous testing. I type at 70 words per minute with a high degree of accuracy and am proficient in tools like Microsoft Excel, Google Sheets, and database platforms such as Navicat and Postman.

I take pride in my attention to detail and ability to collaborate effectively across departments. I am currently completing my Bachelor of Science in Information Technology at Don Honorio Ventura State University, further strengthening my understanding of data systems and IT support.

The opportunity to work remotely with Golden Belt Printing, a company with a longstanding reputation since 1980, greatly excites me. I am eager to contribute to your ongoing success and support your commitment to efficient and accurate data management.

Thank you for considering my application. I look forward to the opportunity to discuss how I can support your team.

Sincerely,  
Geraldine P. Ferreras