

Dear Manager,

I am writing to express my interest in the data entry position at Employer Company, which I saw posted on Indeed.com. I have over three years of experience in data entry and coding, and I believe I can contribute to your organization's success.

As a data entry clerk at ABC Inc., I was responsible for entering, verifying, and updating customer data using various software applications. I maintained a 98% accuracy rate and exceeded my productivity goals by 15%. I also improved the data quality and security by implementing new validation rules and encryption methods. Some of my key achievements include:

- Entered over 10,000 records per month with an average typing speed of 60 words per minute
- Reduced data entry errors by 25% by creating and following standard operating procedures
- Increased customer satisfaction by 20% by resolving data issues promptly and professionally
- Received the Employee of the Month award twice for my outstanding performance and dedication

In addition to my data entry skills, I have a Diploma degree in computer science and a certification in Microsoft Office. I am proficient in Excel, Word, PowerPoint, Access, SQL, and other data management tools. I am also familiar with various data entry systems such as CRM, ERP, SAP, and Oracle. I have excellent attention to detail, communication, and problem-solving skills.

I am eager to join Employer Company and help you achieve your data entry goals. I am available for an interview at your convenience, and you can reach me at Your Phone Number or Your Email Address. Thank you for your consideration.

Sincerely,
Prince IGIRANEZA