Annalise Sinclair

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Dear Hiring Manager,

I was thrilled when I learned of the opportunity to work in Data Entry at Crossover Software. I'm a speedy, precise typist with a typing speed of 105 WPM. As an effective communicator who pays close attention to accuracy and details when entering data, I have mastered the art of working under strict deadlines. My professional acumen makes me a competitive candidate for the Data Entry position.

My previous Data Entry positions have prepared me to enter accurate data into more than 20 different databases while maintaining the complete integrity and confidentiality of the information with which I have been entrusted. While most of my work was on an independent basis, I was a leader in collaborative group projects that required teamwork to reach a common goal. My time management system allows me to multi-task as I handle multiple responsibilities at one time. As a fluent English speaker, I'm able to enter and analyze data at a rapid rate.

I believe that ambition and drive are the most efficient motivators. I'm a self-starter who's not satisfied until I've maximized my efficiency and production rate to the greatest extent possible. Even when handling countless data entry clients, I deliver error-free results in flawless English. I've mastered several data entry and spreadsheet programs such as Microsoft Excel. When problems arise, I take a leadership role, analyze the problem and organize the implementation of the relevant solutions. Even so, I remain open to learning new strategies when needed.

Thank you very much for considering my application. I stand at the ready to assist your company to the best of my abilities. I await an opportunity to discuss my qualifications with you in further detail. I appreciate your consideration.

Best regards,

Annalise Sinclair