

Anthony Brown

Data Entry

*Sean Merchant
Hiring Manager
Dayjob Ltd
The Big Peg
Birmingham
B18 6NF*

Date: 2nd March 2013

Dear Mr Merchant

Your company recently advertised on the dayjob.com website for a Data Entry operator. After reading the job description I am confident that I would be a perfect fit for this position as my experience and abilities precisely match your requirements.

Without wishing to sound boastful I feel that I come to you with a background that is unique and distinctive from other applicants. These points coupled with my proven ability to act as a key point of contact with existing and potential clients, have prepared me well for a position at your company. My core strengths include, but are not limited to the following:

- Having an approachable and professional manner at all times.
- Able to work on and support several projects simultaneously.
- Inputting data accurately, quickly and meeting all set deadlines.

For additional information about my capabilities please view my attached resume.

Right now I want to work for a reputable and exciting company like yours where there will be a big stage for my talents. Therefore I would welcome the chance of an interview, where we would be able to discuss in greater detail the value and strength I can bring to your already successful company.

I thank you for your time and I look forward to hearing from you.

Yours sincerely

*Anthony Brown
123 Some Made Up Road
Dudley
West Midlands
B111 8AAA
T: 0044 121 638 0026
M: 0870 061 0121
E: info@dayjob.com*



Copyright information - Please read

© These Data Entry [cover letter examples](#) are the copyright of Dayjob Ltd 2013. Job seekers may download and use this particular cover letter example for their own personal use to help them write their own one. You are also most welcome to link to any page on our site www.dayjob.com. However this cover letter must not be distributed or made available on other websites without our prior permission. For any questions relating to the use of this cover letter template please email: info@dayjob.com.