

**Cliff  
Holmes  
Data  
Entry**

Karen Cunningham  
Hiring Manager  
Dayjob Ltd  
120 Vyse Street  
Birmingham  
B18 6NF

Date 2<sup>nd</sup> March 2013

Dear Ms Cunningham

Kindly accept this application from a talented and capable applicant who wishes to apply for your Data Entry vacancy which was advertised on the dayjob.com website today.

I would bring to your company real life experience of the following areas, .....,  
..... and ..... . All of these being fields mentioned in the job advert. On top of this I am able to identify, exploit, take advantage of and fully develop any sales opportunities that come my way.

With my present employer I have consistently exceeded all goals set for me, and am valued for my hard work, reliability, tenacity and ability to come up with solutions to problems. A good illustration of this is where I .....

My core strengths include, but are not limited to the following:

- Quickly becoming familiar with all new data entry software & procedures.
- Providing training, guidance, and mentorship to less experienced colleagues.
- Providing comprehensive administrative support to senior managers.

I would be grateful for the opportunity to demonstrate my capabilities further at an interview. Please feel free to contact me to arrange a meeting at your earliest convenience. In closing I would like to thank you for taking the time to consider my application, and I eagerly look forward to hearing from you.

Yours sincerely

Cliff Holmes  
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