

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

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

Dear Ms Cunningham

I am writing to express my keen interest in your vacancy for a Data Entry Administrator which was recently advertised on the dayjob.com website.

My background in this field includes working in the ..... and ..... sectors, both areas that your job advert said a candidate must have experience in. In addition to this I have extensive knowledge of....., and also have considerable understanding of ..... and .....

As someone who is dedicated to providing the highest quality of service at all times, I am always intimately involved in everything that happens during the data entry process. The foundation of my success lies in my attention to detail, and as a highly motivated person I always work hard to ensure that all processes are efficient. In every company I work for I not only bring new energy, fresh ideas and a different way of thinking, but also help fellow work colleagues to achieve their full potential.

With my present employer I have a well deserved reputation for getting all tasks given to me done on time and within budget. I have a track record of conversing confidently with colleagues and would also like to mention the great pride I take in organizing projects. For me it would be a honour to be a part of and contribute to a company like yours which is known for its talented workforce and high standards. I thank you for your time and I look forward to hearing from you in respect of an interview.

Yours sincerely

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