**Robert Smith**

**Data Entry Specialist**

**1737 Marshville Road, Alabama, (123)-456-7899, info@qwikresume.com www.qwikresume.com**

[Today’s Date]

[341 Company Address]  
[Company City, State xxxxx]  
[(xxx) xxx-xxxx]  
[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Hiring Manager’s Name],

I am interested in the available Data Entry Specialist position at your esteemed company. With an experience of 3 years along with my competent typing and research abilities, I am confident that I would be the best choice for the vacant role.

It would be an honor to bring this expertise to your company as I have a great desire to translate my skills and serve at such a renowned company. Moreover, with my expertise, I can help the company to touch new heights of success and growth.

My core responsibilities at my current company are:

* Enter data in the computer.
* Research and examine the accuracy of information.
* Prepare reports.
* Other duties as assigned by the manager.

I possess strong written and verbal communication skills. Furthermore, I am well acquainted with computers and software and hardware. Being collaborative in nature, I can efficiently work in a team.

Please review the cover letter and the resume attached, and I am looking forward to meeting with you in person.

Sincerely,

[Your Name]