**Data Entry Clerk Cover Letter**

Dear Ms. Walther:

When I learned of your need for a Data Entry Clerk, I hastened to submit the enclosed resume. As a dedicated professional with solid experience in accurate and timely data entry, I am well positioned to exceed your expectations in this position.

My background demonstrates a perfect record of rapidly entering high volumes of error-free information into various databases. I excel at compiling and verifying data accuracy and integrity while also identifying and correcting errors to ensure maximum accuracy. My proven success in both independent and team-oriented environments prepares me to make a significant impact on your organization.

My qualifications include…

Ensuring top-notch completeness, accuracy, and compliance while inputting large volumes of data into company’s database using Microsoft Excel.

Leveraging excellent self-motivation and prioritization talents to achieve maximum productivity and efficiency.

Thriving in fast-paced atmospheres while resolving issues using excellent problem-solving and leadership skills.

With my experience in data entry, combined with my inherent analytical and organizational skills, I am ready to provide outstanding service within your company. I look forward to discussing the position with you in detail. Thank you for your consideration.

Sincerely,

Aubrey Bertram