**Data Entry Cover Letter Sample**

Your Name

Job Title

Current Company (If Any)

Mailing Address (Optional)

Phone Number

Email Address

Date

Hiring Manager Name

Title

Company Name

Mailing Address

Dear [Hiring Manager Name],

As a passionate keyboardist and a winner of The 2018 US Speed Typing Contest, I was excited to see the opening for a data entry specialist at REconfigure. Maintaining 99% data accuracy in my previous position, I believe I can keep your company’s database error-free and bring value to the team of your speed-typing experts.

In my current position with XYZ, I was responsible for syncing the data across multiple devices and ensuring secure data transfer. I also run a specialist blog on data privacy, the area that is one of your company’s core values. Here are some of my other achievements I think I may add to REconfigure:

* Entered 1000 Excel records per day
* Increased speed of the inner data entry operations by 10% over the last three months
* Checked Quickbooks invoices for errors and ensured maximum accuracy of the company’s records (the highest accuracy level in the past three years)

I would love to discuss how my data entry experience at XYZ could contribute to your company's goals.

Best regards,

[Your Name]