

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]
[Date]
[Employer's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Employer's Name],

I am writing to express my interest in the part-time Data Entry position advertised on [where you found the job listing]. With my strong attention to detail, excellent typing skills, and experience in data management, I am confident that I would be a valuable addition to your team at [Company's Name].

In my previous role at [Previous Company Name], I was responsible for entering and updating information in the database, maintaining accuracy, and ensuring data integrity. I developed efficient methods for organizing large volumes of data and consistently completed tasks ahead of deadlines.

I am proficient in using various data entry software and possess a typing speed of [your typing speed] words per minute, with a high accuracy rate. My ability to work independently and efficiently allows me to handle multiple tasks while providing a meticulous output.

I am excited about the opportunity to contribute to [Company's Name] and help streamline data processes as part of your team. I am available for work on [your availability - days and times], and I can be flexible to accommodate your schedule.

Thank you for considering my application. I look forward to the opportunity to discuss my qualifications further.

Sincerely,
[Your Name]