

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[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 Data Entry position listed on [where you found the job listing]. With my strong attention to detail and proficiency in data management, I believe I would be a valuable addition to your team.

I have [number] years of experience in data entry and administrative support, where I honed my skills in typing, data verification, and database management. My ability to maintain accuracy while working under tight deadlines has consistently contributed to the efficiency of my previous employers.

In my last role at [Previous Company Name], I [specific achievement or responsibility related to data entry]. This experience equipped me with the knowledge to handle sensitive information responsibly and maintain confidentiality.

I am excited about the opportunity to contribute to [Company's Name] and further develop my skills in a dynamic environment. I am available for an interview at your earliest convenience and can be reached at [your phone number] or [your email address].

Thank you for considering my application. I look forward to the possibility of discussing how I can contribute to your team.

Sincerely,  
[Your Name]