

[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 at [Company's Name] as advertised on [where you found the job listing]. With a strong background in administrative support and attention to detail, I am confident in my ability to contribute effectively to your team.

I have [number] years of experience in data entry and administrative roles, where I developed a keen eye for accuracy and efficiency. My proficiency in [mention software/tools, e.g., Microsoft Excel, Google Sheets] allows me to manage and input data seamlessly, ensuring that all information is handled with the utmost precision.

I am highly organized and capable of managing multiple tasks simultaneously, meeting deadlines while maintaining a high standard of quality. I am particularly drawn to [Company's Name] because of [mention something specific about the company or its values that you admire].

I look forward to the opportunity to discuss how my skills and experiences align with the needs of your team. Thank you for considering my application. I hope to hear from you soon to schedule an interview.

Sincerely,

[Your Name]