

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

Dear [Hiring Manager'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 attention to detail and proficiency in data management software, I am excited about the opportunity to contribute to your team.

I recently graduated from [Your School/Program] with a focus on [Relevant Skills/Subjects], where I developed my ability to handle large volumes of data efficiently and accurately. My experience during [Internship/Volunteer Work] provided me with hands-on experience in data entry tasks, and I am well-versed in ensuring data accuracy and integrity.

I am familiar with [mention any specific software or tools relevant to the job], and I possess strong organizational skills that enable me to manage multiple tasks simultaneously. I am committed to maintaining high standards of accuracy in my work and am eager to bring my dedication to [Company's Name].

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to your team further.

Sincerely,
[Your Name]