

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Recipient'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 my strong attention to detail and proficiency in data management, I am confident in my ability to contribute effectively to your team.

I have [number] years of experience in data entry and administrative tasks, during which I have developed exceptional typing skills and the ability to handle large volumes of data accurately. I am proficient in [list relevant software or tools], and I am comfortable working under tight deadlines while maintaining a high level of accuracy.

Enclosed is my resume, which provides further details about my background and accomplishments. I welcome the opportunity to discuss how my skills and experiences align with the needs of your team. Thank you for considering my application. I look forward to the possibility of contributing to [Company's Name].

Sincerely,  
[Your Name]