

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email Address]  
[Your 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 listed on [where you found the job posting]. With my strong attention to detail and proficient typing skills, I am confident in my ability to contribute effectively to your team at [Company's Name].

In my previous role at [Previous Company Name], I successfully managed large volumes of data entry tasks, ensuring accuracy and timeliness in all of my work. My experience with [specific software or tools relevant to the job] has equipped me with the necessary skills to excel in fast-paced environments.

I am particularly drawn to this role at [Company's Name] because of [specific reason related to the company or role], and I believe that my background in [mention relevant experience or skills] aligns well with the demands of this position.

I look forward to the possibility of discussing how my skills and experiences can benefit your team. Thank you for considering my application.

Sincerely,  
[Your Name]