

## **Data Entry Clerk Job Application Letter**

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Ms. Clara Smith, HR Manager  
Clinical Pathology Laboratories  
545 Christopher Ave  
Corpus Christi, TX 65987

### **Re: Data Entry Clerk Position (Ref # 6522)**

Dear Ms. Smith:

After reading your job description for data entry clerk position in detail, I found a close match between my data entry skills and your needs.

My data entry experiences with different companies has prepared me to take more responsibility in a fast-paced environment. I have good typing speed (50 WPM) with exceptional accuracy, and am expert in 10-key punching and MS office applications such as Word and Excel. Besides job specific tasks, I have a proven ability to maintain the confidentiality of the typed information. My good communication skills and full command on written and verbal English and Spanish give more weight to my candidacy. The enclosed resume contains more details about my skills and experience in data entry arena.

As you are looking for an enthusiastic Data Entry Clerk who can adapt to and contribute to your different projects, I feel confident that you will consider my qualifications and credentials. I will call you after 6 days to see when your schedule will permit a face-to-face meeting.

Thank you for your time and consideration.

Sincerely,

**Sara Davis**

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