Data Entry Operator Job Application Letter

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Ms. Sara Davis
Senior Manager (Personnel)
Hawaii Pacific Health
PO Box 76
Honolulu, HI 96813

Dear Ms. Davis:

My data entry skills and customer service acumen makes me a good fit for Data Entry Operator position at Hawaii Pacific Health. It would be a pleasure to contribute to your mission utilizing my full stamina.

I am a strong candidate for this job because I have 6-plus-year verifiable track record of entering data into company's database using keyboard and 10-key. During my previous job with ABC Company, I was responsible for data entry of information from source documents to a computer-connected terminal. I am highly skilled in operating an alphabetical and numerical keypunch machine, verifying data and performing clerical tasks in the data processing function. I also have a demonstrated ability to examine, revise, approve and dispatch input and output materials in accordance with established specifications.

Moreover, I have good communication skills in English and Spanish, an advanced knowledge of browsing, web surfing, MS Excel and Word. The enclosed resume contains more details about my qualifications and data-entry skills.

As an results-oriented Data Entry Operator, I would like to meet with you to discuss my qualifications and skills in detail. I will be available for interview at your convenience. Thank you for your time and consideration.

Sincerely,

(Signature)
Elisa Anderson