

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

Daryl McGinnis  
42 Becky Lane  
Macintyre, WI 28343

April 10, 2018

Mr. Richard James  
Office Manager  
Data Entry Outsource, LLC.  
7823 Jeepne Drive  
Macintyre, WI 28343

Dear Mr. James:

I was excited when I saw your job postings online for four data entry clerks. I have three years of data entry experience, and I have performed all of the duties listed in your job description. I type 42 wpm with almost 100% accuracy, and my employers have praised me for my focus, speed, accuracy, and professionalism. I hope these are qualities you look for in your data entry employees.

I am looking forward to meeting you in person where we can discuss the open positions in more detail, and you can ask any questions you may have. As you will notice in my resume, I was an employee for two different companies as a Data Entry Clerk: Earl's Furniture Company, and Harold's Tires. I spent a year and a half at each company.

Please give me a call: 235-4677-2313 so we can schedule a time to meet.

Thank you for reviewing my resume and cover letter. I look forward to meeting you.

Sincerely,

(signature)

Lisa Morgan