

Anthony Brown

Data Entry

*Sean Merchant
Hiring Manager
Dayjob Ltd
The Big Peg
Birmingham
B18 6NF*

Date: 2nd March 2013

Dear Mr Merchant

Your company recently advertised on the dayjob.com website for a Data Entry Operator. After reading the job description I am confident that I would be a perfect fit for this position as my experience and abilities precisely match your requirements.

Without wishing to sound boastful I feel that I come to you with a background that is unique and distinctive from other applicants. These points coupled with my proven ability to act as a key point of contact with existing and potential clients, have prepared me well for a position at your company. My core strengths include, but are not limited to the following:

- Having an approachable and professional manner at all times.
- Able to work on and support several projects simultaneously.
- Inputting data accurately, quickly and meeting all set deadlines.

For additional information about my capabilities please view my attached resume.

Right now I want to work for a reputable and exciting company like yours where there will be a big stage for my talents. Therefore I would welcome the chance of an interview, where we would be able to discuss in greater detail the value and strength I can bring to your already successful company.

I thank you for your time and I look forward to hearing from you.

Yours sincerely

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