

Ann Lee

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Human Resources Department

[Name of the Company]

[Address]

[City], [State] [Zip Code]

Dear Hiring Manager,

I am writing in response to the present opening for the Records and Data Entry Specialist position at [name of the company]. I am interested in the position, as I am confident that my experience in combination with my commitment and skills will be a valuable asset both for your company and its clients. I have attached my resume along with this letter for your perusal.

Through my training and work experience, I have acquired profound knowledge and practical skills in managing records and documents, including verifying accuracy data, maintaining paper filing system, and entering data into the system. Throughout my professional experience, I have gained proficiency at data entry, customer service, and administrative assistance. Being an excellent communicator, I have successfully cooperated with teammates to ensure high efficiency. Your company then appears to be a perfect place where I can utilize my experience, knowledge and skills to contribute to the development and progress of your organization. Therefore, it will be an honor to become a part of your team and to serve the community together with [name of the company].

I would appreciate the opportunity to further discuss my background and interest in this position with you at a mutually convenient time. I can be reached via phone at (442) 346-5676 if any additional information is needed.

Thank you for your time and consideration.

Sincerely,

Ann Lee.