

Hello sir

I would like to apply for the job as a computer operator. I have extensive data entry and secretarial experience with a strong attention to detail. Allow me to elaborate. I have a good knowledge on MS Office specially in Excel.

I am precise and accurate with a typing speed of 60 words per minute. I am also deadline driven and work hard to complete assignments in a timely manner. My dedication attention and organization contribute to my professionalism. I consistently turn in above average projects and am praised for my stellar work. I would like to bring this same level of care to the Data Entry Clerk position at your company.

My experience credentials and references are impeccable; I am confident you'll find me to be a superior candidate for the job of Data Entry Clerk. Please contact me soon to set up an interview to meet in person. I am looking forward to hearing from you and thank you very much for your time as well as any consideration you may give me.

Sincerely,

Hifzur Rahman