To,

[Recipient Name]  
[Company Name]  
[Address]

Re. Application for the Job of Data Entry Operator

Dear Sir,

This application aims to apply for the vacancy against the post of data entry operator. One of my friends informed me about the vacancy in this firm. I am called Jacqueline Smirnov and I hail from Sector M9, Brooklyn, New York. I did my diploma in short handwriting from the University of Bradford, England. Then I moved to London where I worked in a software house as a data entry operator from December 20XX to September 20XX. while working there, I pursued my diploma in Creative Writing and Communication from ACE College of Arts and Languages, London. Afterward, I shifted to New York, USA. I started working as a data entry operator in HUSK Groups and worked from December 20XX to January 20XX.

Working in these firms polished my technical and creative skills of working. My experience enabled me to work under minimal supervision, multitasking, and better communication skills. I also found my computer skills like office management, working at excel, entering data with accuracy, and maintaining standardizing folders and worksheets.

I intend and feel engrossed in working from home. Working from home enchants me as I feel productive and energetic in working from home as it saves a lot of time and energy.  I feel like a good match to the eligibility criteria given in the curriculum of the job and request you to give a kind view to my profile. I assure you of my good working quality and proactivity at work.

I have enclosed copies of my educational certificates and experience letters. I am looking forward to hearing from you.

Thank you.

Sincerely

Signature