

Dear Ms. Lively,

For the past three years, I've handled high-volume data entry tasks as a clerk at MedLink Technologies—averaging over 500 records per shift with consistent 99.8% accuracy. I'm now applying for the Data Entry Specialist role at Forward Data Group to bring my speed and precision to a growing analytics environment.

I'm adept in Salesforce, Airtable, and Excel-based macros. I've also contributed to a process review that reduced duplicate entries by 15% over two quarters.

I'd welcome the chance to bring that same level of efficiency to your team.

Sincerely,
Marcus Robey