

Dear Ms. Delgado,

I'm writing to apply for the Data Entry Officer position with the City Records Bureau. With strong typing accuracy and experience working with confidential information, I'm eager to contribute to the efficient processing of citizen records.

Previously, I worked in an administrative support role where I managed incoming data from over 20 municipal departments and conducted regular data audits. I understand the importance of confidentiality and process integrity in government operations.

Thank you for your time and consideration.

Sincerely,  
Yusuf Malik

