

# Allison Rosenberg

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Amy Smith  
Orson Energy  
123 Your Street,  
Houston, TX 12345  
(123) 456-7890  
example@youremail.com

[month, day, year]

Dear Ms. Smith:

As a data entry specialist with three years of experience, I have advanced knowledge of Microsoft Excel, SharePoint, and customer relationship management (CRM) tools. During my time with Clear Energy Corp. I managed complex reporting activities for customer data and account information. I also identified opportunities to streamline the data entry process by creating a knowledge base of Excel formulas, which reduced labor hours for manual inputs by 30%. I believe I can achieve similar success with your organization in the data coordinator position.

Orson Energy Corp.'s reputation as a leader within the energy industry draws me to apply for this position. I'm passionate about bringing clean energy solutions to residential customers and protecting the environment. I believe my experience as a data entry specialist would be an asset to your team based on the following achievements from my career:

- Managed and tracked customer cancellations, appointments, and account information, uploaded the data in SharePoint, and utilized the Microsoft Catalyst CRM tool to track schedules, manage customer cases, and generate reports
- Reduced work hours for manual data input by 30% by creating a knowledgebase of Excel formulas, which enhanced productivity across the team
- Analyzed KPIs, metrics, and customer trends and created reports for energy advisors

I would like to schedule an interview to provide more insights into how my experience as a data specialist can benefit your organization. Please contact me via phone or email at your earliest convenience. I appreciate your time and consideration.

Best regards,

Allison Rosenberg