

Skyler Thompson

example@myemail.com | (098) 765-4321

456 My Street, San Diego, CA 76543

Akira Tanaka

Johnson and Roberts Law Associates

123 Your Street,

Houston, TX 12345

(123) 456-7890

example@youremail.com

[month, day, year]

Dear Mr. Tanaka:

As a data entry specialist with seven years of experience, I have a proven track record of coordinating with high-performance teams to manage complex data migration efforts. During my time with Rosenthal Legal Associates, I led efforts for a major project to migrate data for over 5,000 clients to a new internal CRM platform. My qualifications and experience make me an ideal candidate for the data-entry specialist position with your organization.

Johnson and Roberts Law Associates' prestigious reputation as a high-end legal firm draws me to apply for this position. As a data specialist, I have a passion for identifying creative solutions for complex data migrations, and I believe I can deliver valuable contributions to your team based on my previous accomplishments:

- Led a major project to migrate confidential data for 5,000 client accounts to a new CRM tool, which included developing a new audit review process to ensure accuracy and data integrity
- Improved productivity for the marketing data team by developing new workflows, prioritizing project tasks, and automating manual data entry, which saved 15 work hours per week
- Provided training to over 10 new hires and delivered support to team members to identify solutions for technical issues during the data migration process

I hope to speak with you further regarding how my expertise in database migrations could benefit your organization. Feel free to contact me via phone or email at your convenience. I appreciate your time and consideration.

Best regards,

Skyler Thompson