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# Data Entry Job Cover Letter with No Experience Example

Dear [Hiring Manager's Name],

I'm writing to express my interest in the Data Entry position listed on [where you found the job posting]. While I may not have formal experience in data entry, my time at [University Name or past experience] has provided me with the skills necessary to excel in this role.

During my studies, I've had the opportunity to develop strong typing skills and become proficient in using [mention any relevant software/programs]. My high level of accuracy and attention to detail, combined with my ability to work quickly, will allow me to make a significant contribution to your team.

Thank you for considering my application. I am looking forward to discussing my qualifications further.

Best Regards,  
[Your Name]