

# Skyler Thompson

Data Entry Specialist | skyler@youremail.com | (123) 456-7890 | Boston, MA 12345 | [LinkedIn](#)

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## Akira Tanaka

Hiring Manager

Johnson and Roberts Law Associates

(987) 654-3210

akiratanaka@johnsonandroberts.com

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,

*(Insert Signature Here)*

**Skyler Thompson**