

# Jane Doe

123-123-1234

janedoe@mail.com

1284 Smith Drive, Leduc, AB T9E 6R6

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February 25, 2026

Company name

Address

City, Province, Postal Code

## **RE: Work-From-Home Data Entry Assistant Position**

Dear Hiring Manager:

I was very pleased to see your Indeed post regarding the flexible, work-from-home data entry position with you and your company. As an administrative professional with 9 years of experience and a strong background in Sage and QuickBooks accounting software, I am eager to contribute my skills and expertise to this role and become a valuable member of your team.

My skills, experiences and education closely resemble what you are looking for. They include but are not limited to:

- Reliable home office with computer and internet
- Highly organized; detail-oriented
- Skilled in computers, Microsoft 365 (Excel, Word), quick to learn new programs
- Independent worker with 3 years of remote experience
- Efficient and accurate typing/data entry
- Maintains confidentiality
- Experienced in accounts payable/receivable
- Strong verbal/written communication
- Able to prioritize and meet deadlines

I value flexibility, organization and am self motivated. My resume, providing further details is attached. It would be a privilege to discuss the opportunity further with you.

Sincerely,

(signature if possible)

Jane Doe

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## OBJECTIVE

Seeking part-time employment within your company where I can utilize my strong communication and problem-solving skills to support team efficiency.

## SKILLS

- Highly organized and detail orientated
- Quick and eager to learn
- Excellent communication skills
- Reliable, punctual, and self-motivated
- Ability to prioritize efficiently
- Computer proficient
- Creates good customer connection
- Works well within a team and independently

## RELATED WORK EXPERIENCE

### Customer Service Representative

October 2024 – Current

Company name, Leduc AB

- Description of work duties
- Continued

### Cashier

May 2024 – August 2024

Company name, Edmonton AB

- Description of work duties
- Continued

### Server

November 2023 – May 2024

Company name, Edmonton AB

- Description of work duties
- Continued

## RELATED EDUCATION AND CERTIFICATION

Food Safe Certificate – Food Safety Training, Online

November 2023

High School Graduate – Panther High, Edmonton AB

June 2022

## HOBBIES AND INTERESTS

I like to spend time outside by walking my dog and attending poetry-sharing nights at the local coffee shop.