

Preliminary Application for Data Entry Trainee

Subject: Application for Data Entry Trainee Position

Dear [Hiring Manager's Name],

I am writing to apply for the Data Entry Trainee position at your organization. I am a recent graduate with basic computer skills, familiarity with Microsoft Office, and a keen interest in data management.

I am eager to learn from experienced professionals and contribute to your team's data accuracy and efficiency. I would appreciate the opportunity to join your organization as a trainee.

Sincerely,

[Your Name]

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