

# DATA ENTRY UPWORK **PROPOSAL 1**

HI MAX,

I HOPE YOU ARE WELL!

I AM VERY KEEN TO CARRY OUT YOUR COPY PASTE JOB. I AM ENERGETIC, A VERY FAST AND EFFICIENT FREELANCER. I WILL BE ABLE TO COPY THE DATA OR INFORMATION ACCURATELY FROM THE FIRST GO.

I AM LOOKING FORWARD TO HEARING FROM YOU

THANK YOU  
YOUR NAME

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# DATA ENTRY UPWORK PROPOSAL 2

HI CLIENT NAME,

I SEE THAT YOU ARE LOOKING FOR A RELIABLE DATA ENTRY FREELANCER! LOOK NO FURTHER!

I AM READY TO START RIGHT AWAY AND I AM AVAILABLE TO WORK 9 AM TO 5 PM (YOUR LOCAL TIME IF IT HELPS). I WILL CONDUCT ACCURATE RESEARCH FROM RELIABLE SOURCES, AND FILTER OUT THE OUTDATED INFORMATION. I AM ABLE TO PRIORITISE TASKS EFFECTIVELY TO ACCOMPLISH OBJECTIVES. I'M FLEXIBLE AND FAST-LEARNER, PROVEN BY MY VARIOUS WORK EXPERIENCES IN DIFFERENT ENVIRONMENTS. I WILL SUGGEST IDEAS BASED ON MY RESEARCH, APPLY BEST PRACTICES AND CONTRIBUTE TO YOUR BUSINESS GROWTH.

I USUALLY BACKUP MY WORK AND USE CLOUD STORAGE (GOOGLE DRIVE) TO MAKE SURE I DON'T LOSE HOURS OF WORK IN CASE SOMETHING HAPPENS WITH MY COMPUTER AND I WILL BE ABLE TO DELIVER THE WORK ON TIME.

I USED ZENDESK, SHOPIFY, WECHAT, SPREADSHEETS, GOOGLE SUITE, MS OFFICE.

TALK SOON,  
YOUR NAME

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