[Your Full Name]

Entry-Level Data Capturer | Fast Learner | Strong Accuracy

[City, Province]
[Cell number]
[email@example.com]

CAREER OBJECTIVE

Entry-level candidate looking for a data capturing role where I can use my strong computer skills, attention to detail and reliable work ethic. Comfortable working with spreadsheets and capturing information accurately from forms and documents. Typing speed: **[XX] WPM**. Available for shifts and willing to learn new systems quickly.

SKILLS

- **Typing:** [XX] WPM, accurate spelling and formatting
- **Computer skills:** Excel basics (sort, filters, basic formulas), Google Sheets, email, file management
- **Accuracy:** careful checking, following instructions, spotting missing information
- **Admin:** scanning, printing, filing, document control
- **Personal strengths:** punctual, trustworthy, organised, able to work under deadlines

RELEVANT EXPERIENCE

Volunteer Admin Support – [School/Church/NGO/Community project], [Town/City]
[Month Year] – [Month Year]

- Captured attendance lists and registrations into Excel or Google Sheets and checked for duplicates and missing details.
- Updated contact lists, corrected errors and standardised formatting (names, phone numbers, ID numbers).
- Scanned and filed documents, keeping records organised and easy to find.

Project: Spreadsheet record-keeping – [Course/Subject/Personal], [Year]

- Created a spreadsheet tracker for [stock / expenses / marks / events] using consistent categories and formulas.
- Kept records up to date every week and checked totals for accuracy.

EDUCATION

National Senior Certificate (Matric) – [School name], [Year]

Short courses
[Computer Literacy / Excel / Admin] – [Provider], [Year]

REFERENCES

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Available on request.

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