

25 oDesk Cover Letter Samples

SAMPLE #1 DATA ENTRY

Hello Sir,

I am writing in response to your advertisement for a "Data Entry Assistant & SEO Good English". After carefully reviewing the experience requirements of the job description, I feel that I am a suitable match for the job. I've held several data entry positions that entail inputting customer requests, inquire, and tracking codes of products I also perform administrative duties including copying and faxing documents, answering telephones, transferring data, web research and reports to immediate supervisor.

I feel that I can add professionalism and accuracy to your current team of professionals. With extensive experience supporting all levels of a department and working directly with external vendors, I take direction well and can complete a heavy workload and complete projects under minimal supervision. If you feel there is a mutual interest, I would welcome the opportunity to meet with you to learn more about your company, the requirements of the position, and how my qualifications would be a good fit.

Thank you in advance for your time and consideration.

I look forward to Hiring from you soon.

Your Name Here

SAMPLE #2 GRAPHIC DESIGNS

Dear Sir,

This is Your Name Here from India, I'm a professional graphics designer. I have 4 Years experience in graphics design. I have a site where I a website where I publish various graphics design tutorial.

I have excellent experience in logo and banner design. I can create high quality design in a few time.

I have confident that I will do your work very well. I hope you would like my work and you will give me a good feedback which is very important for my future carrier in odesk.

Here I attached some of my logo and banner design projects. Hope you would like those. If you want to see more sample of my work you can visit my site-www.photoshoprain.com.

I'm available in Skype, G.talk, YM or MSN for chat.

Thanks and Regards
Your Name Here

SAMPLE #3 ECOMMERCE

Hi,

Let me introduce me as a hard working data entry professional willing to go that extra mile to achieve the targets set forth. I have excellent English skills and proficiency in E-commerce site navigation. I hope would be the right candidate for the current position with you.

Awaiting an affirmative response from your end.

Thanks and Regards,
Your Name goes here

SAMPLE #4 WEB DEVELOPERS

Dear Hiring Manager,

I'm a Web Developer, and I'm very interested in your job post **"Put The Job Title Here"**

I have recently worked for a US Company as a team leader, where my responsibilities included developing there basic Web Layout platform.

I have consistently delivered projects on time and under budget, which has earned me the role of team lead on a number of recent projects, as you'll see in my work history. I believe my skills would be ideal for your project.

A number of my projects are in my oDesk portfolio. My work for xyz.com, in which I transferred a complicated Javascript app to the cloud, is very similar to your position.

I am available to chat by IM, email or Skype, and would be happy to set up a convenient time to discuss the application you're moving and some ideas about the safest way to get it into the cloud. I will be available 15 hours per week for this position.

Regards,

John Smith

SAMPLE # 5 Administrative Assistant,

Hi,

This is Your Name from City and Country. I am confident; I can take up your project and do it with perfection. I have excellent experience in web research, phone research, list building, message retrieving/submission, and mailings. I may be new to odesk.com with one positive feedback and one ongoing project over 100 hrs. I am sure, I would be an ideal virtual assistant to accomplish your requirements. I will be available on part time basis, you decide the time, and I am there with uninterrupted Internet connection.

I have work experience as Administrative Assistant, handling All Business related matters. Strong written and verbal communication skills, including the ability to communicate adverse decisions and differing opinions in a positive, professional manner. Courteous, trustworthy, loyal and respectful. Having sound knowledge of computer applications, software installations, PC Troubleshooting, solutions providing for software maintenance and updates.

Please try me, I will be a handy candidate on long term basis.

I look forward to Hiring from you soon.

Your Name Here

SAMPLE # 6 Executive Office Assistant.

Hi

I am a stay-at-home mom and have been searching for online jobs to do while my daughter is in school. I have worked in the administrative field for 5 years and have a diploma in Executive Office Assistant.

I have excellent communication skills and English is my first language. I also enjoy typing and researching websites. I am available at any time during the week and my peak hours would be Monday, Wednesday, and Friday morning from 8:30 am – 11:30 am.

I look forward to hearing from you.

Sincerely,
Your Name goes here

SAMPLE # 7 website data entry

Dear Sir,

I have experience in website data entry other task easily and having ability to give back to you fine results. I am a student of MBA (Banking & Finance).

I always prefer part time jobs. I have good history on oDesk. Hope so you will hire me for this position for better results.

Looking forward to work with you.

Thanks,
Your Name goes here

SAMPLE # 8 Executive Office Assistant

To whom it may concern,

I am a stay-at-home mom and have been searching for online jobs to do while my daughter is in school. I have worked in the administrative field for 5 years and have a diploma in Executive Office Assistant. I have excellent communication skills and English is my first language.

I also enjoy typing and researching websites. I am available at any time during the week and my peak hours would be Monday, Wednesday, and Friday morning from 8:30 am – 11:30 am.

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Your Name goes here

SAMPLE # 9 E-commerce

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Awaiting an affirmative response from your end.

Thanks and Regards,
Your Name goes here

SAMPLE # 10 Data Entry Assistant & SEO

Dear Manager,

I am writing in response to your advertisement for a "Data Entry Assistant & SEO Good English". After carefully reviewing the experience requirements of the job description, I feel that I am a suitable match for the job. I've held several data entry positions that entail inputting customer requests, inquire, and tracking codes of products I also perform administrative duties including copying and faxing documents, answering telephones, transferring data, web research and reports to immediate supervisor.

I feel that I can add professionalism and accuracy to your current team of professionals. With extensive experience supporting all levels of a department and working directly with external vendors, I take direction well and can complete a heavy workload and complete projects under minimal supervision. If you feel there is a mutual interest, I would welcome the opportunity to meet with you to learn more about your company, the requirements of the position, and how my qualifications would be a good fit. Thank you in advance for your time and consideration.

I look forward to Hiring from you soon.
Your Name

SAMPLE # 11 web research

Hi,

This is Your Name from City and Country. I am confident; I can take up your project and do it with perfection. I have excellent experience in web research, phone research, list building, message retrieving/submission, and mailings. I may be new to odesk.com with one positive feedback and one ongoing project over 100 hrs.

I am sure, I would be an ideal virtual assistant to accomplish your requirements. I will be available on part time basis, you decide the time, and I am there with uninterrupted Internet connection. I have work experience as Administrative Assistant, handling All Business related matters.

Strong written and verbal communication skills, including the ability to communicate adverse decisions and differing opinions in a positive, professional manner. Courteous, trustworthy, loyal and respectful.

Having sound knowledge of computer applications, software installations, PC Troubleshooting, solutions providing for software maintenance and updates.

Please try me, I will be a handy candidate on long term basis.

I look forward to Hiring from you soon.
Your Name

SAMPLE # 12 Web Research

Hello there,

It is my great honor to apply for this vacant job. I am very hardworking and can work effectively as fast as I can. I have excellent skills in Data Entry, Web Research and Microsoft Office and I have enough experience with different kinds of tasks as you can see in my "Work History", most of the time I gave my clients a great results.

I have fast internet connection at home, have my own pc to use anytime and have own space to work. I can work fulltime and will focus to this project. I can follow instructions very well and will deliver the project on time. It is a pleasure if ever you will message me for an interview. I can work as soon as possible.

Thanks and more power.

SAMPLE # 13 Google Advanced Search Operator

Hi,

I am Ivan Roy from Philippines. I have 3 years experience as Google Advanced Search Operator, Reviews, Web2.0 Profile, Data Typist and Link Builder. I would like to offer my service to your project as social bookmarker and I have attached here my previous work.

I believe to myself that I can do the job very well. I am hard worker and I am careful, paying close attention to detail. I am fast learner and have excellent manual dexterity. I do the job carefully and follow instruction well.

Please feel free to contact me for any questions.

Thanks & Regards,
Mr. Khan

SAMPLE # 14 MIX

Hi,

I am a good fit for this Job "Put The Title Here"

I have lots of experience in this sector.

I have worked for many Client before on other platforms.

I am available 20+ Hrs Per Week

Thanks

Kim Kapwan

SAMPLE # 15 SeNuke

Dear Hiring Manager,

Sir I have a latest version of SeNuke X 2.5.8, fully featured Activated, Currently i am working on 3 SeNuke X projects you may please see in my profile

I am Honest, Hardworking and fast learner. And if you give me a chance i can be a good help to your company.

If I can provide you with any further information on my background and qualifications, please let me know.

I look forward to hearing from you.

Thank you for your consideration.
Waiting for you Kind Response....
Thanks & Regards,(Your name)

SAMPLE # 16 Search Engine Optimization

Dear Hiring Manager,

I am Expert in White Hat Search Engine Optimization (SEO),
I have 5+Years of Experience in Search Engine Optimization (SEO), Online Marketing, Link Building
ETC..... I feel that I am an exact match for this position after thoroughly reviewing the job description,
required qualifications, and preferences. I can get your site in Google top ten results.

I have huge collection of high pr sites for back linking and link wheeling,I will use google most recently
updated algorithm's strategy.

Waiting for you Kind Response....
Regards,
(Your Name)

SAMPLE # 17 SEO

Hi,

The best way to increase your website presence on first page of Google, Bing, and Yahoo engine's first page is to optimize it with specific keywords. I have proven results of such type of achievements for various websites (Sample file is attached for your info).

I will create following types of back links for the purpose:

1. Profile backlinks
2. Forum backlinks
3. Social bookmarking
4. Blog comments on related blogs
5. Directory submission

If you have any query please let me know, I will be happy to serve you.
Warm regards,

(Your Name)

SAMPLE # 18 SEO

Hello,

I am a professional SEO worker on oDesk and done many of projects successfully. I have over two years experience in this job and know various kinds of link building process. Please check the attached file.
Sample Of Previous work :

Website : <http://www.healthyheartdiet.info/>

Keyword : <http://www.healthyheartdiet.info/>

Running Work :

Website : <http://www.homefronttaxloans.com/>

Keywords : Property Tax Loan and Property Tax Loans

Website : <http://motorbiketyre.com/>

Keyword : Motorcycle Tire Review

I have more sample if you need i can provide you,

Thank you

XYZ

SAMPLE # 19 SEO

Hello,

I am a professional SEO worker on Odesk and done many of projects. have vast experience in this job and know various kinds of link building process. Please check the attached file.

Sample Of Previous work :

Website : <http://www.xyz.com>

Keyword : xyz

Running Work :

Website : <http://www.abc.com/>

Keywords : ABC Property Tax Loan and Property Tax Loans

I have more sample if you need i can provide you,

Thank you

SAMPLE # 20 SEO/SMM/SEM

Hello,

I'm working as an SEO/SMM/SEM expert and providing Online Marketing services from past 6 years. I specialize in Off Page and On Page Search Engine Optimization and have worked successfully with clients around the globe.

I have attached SEO portfolio of websites on which I had worked in past. Please find the attachment.

Since I have started working a new web development and marketing company E3S (Eureka Smart Software Solutions) my account on oDesk does not have history though I have successfully done search engine optimization for various clients using various tools and techniques. Some of the prominent projects that I have worked on in the past are given below -

- Hague Expat Housing (<http://hague-expat-housing.com>) – keyword optimization and page rank improvement. Achieved first page listing for Hague Expat Flats and Hague Expat Housing Agency. Also managed the PPC campaign for the same.
- Damai Bungalows (<http://www.damaibungalows.com>) – Did off page and on page optimization (including generating of Meta tags). Keyword optimization was also done for the website. Achieved first page ranking on Google, Yahoo and Bing for “Sumatra surf holiday” and “surf camps Sumatra” amongst other keywords.
- House and Land Package Center (<http://www.houseandlandpackagecentre.com.au>) – One of the most challenging keywords for which the website was to be optimized for. Achieved first page ranking on Google.com.au for the following phrases “house and land packages perth”, “house and land packages Brisbane” and “investment properties perth”.

Looking forward to get Hired ASAP

Thanks

Joy Sharma

SAMPLE # 21 SEO

Dear Hiring Manager

A link building system that will push your site to the 1st page. I am an expert in manual link building project and I am highly interested to work for you for this project. I am very much familiar with High Page Rank Do Follow link building as I have been doing it for some of my customers on a regular and fixed basis. I can follow your instruction exactly.

I will provide you complete report in excel sheet with directory website url, e-mail, password and submission confirmation link etc....

I do high page rank DO follow link building for Search Engine Optimization (SEO) and Search Engine Marketing (SEM) of your website or blog, so that it gets Google HIGHER PAGE RANK, ALEXA Lower Website RANK and better Search Engine Ranking Position (SERP).

I can write keyword optimized Search Engine Friendly META TITLE, Meta Tag, Meta Description and Rich Content for Website or Blog.

So i know how to analyze your keywords and make anchor text with HTML, BB code and Wiki Code with keywords for better SEO advantage. I will research analyze and make your anchor text with the best suitable keywords for better search engine optimization.

A number of my projects are in my oDesk portfolio is very similar to your position. As you'll see in my work history. I believe my skills would be ideal for your project.

I am available to chat by email or Skype, and would be happy to set up a convenient time to discuss the application you're moving and some ideas about the safest way to get it into the cloud. I will be available 40 hours full time per week for this position.

May i therefore and hope that u would be kindly grant me and give me one chance then you can check me easily.

Waiting to work for you.

Thanks

Ron Williams

SAMPLE # 22 SMM

Hello,

I'm working as an SMM expert and providing Online Marketing services.

I have attached SMM portfolio on which I had worked in past.

I have achieved good results for my previous clients

Client Reference available.

Thanks

Jimmy Cutter

SAMPLE # 23 web-research

Dear hiring manager,

Thank you for this wonderful opportunity.

Your job post has caught my attention because I'm a web-research addict and I'm considering your job post for me with the required capabilities. I have excellent experience in web research, data mining, extracting email address and other related contact information of any business and personals, searching in Google, Bing and Yahoo search engines. I use some secret and useful search engine keywords tricks in order to extract the exact and required information.

I have excellent experience in managing the extracted data in MS Excel, MS Work, Google Docs, Google Spreadsheet, Google Document and other related applications. I believe my capabilities would be perfect for your project. I can complete this job within the necessary period. I have years of encounter in this work and can offer you my past taste work. I will be offering you with all my effort and capabilities.

"Moving ahead, I can dedicate 30 hours/week for your job, and my daily hours are negotiable. I'm very empowered to offer my services for your job. Please you can get in touch with me instantly to discuss this place further."

I am mostly online at Yahoo Messenger, Google Talk and Skype. We can discuss there in details, if you are interested. I wish you'd give me this chance.

Regards,
Muhammad Ahmed

SAMPLE # 24 web-research

Dear Sir,

Today I have found this job post in oDesk, and I'm very interested in your job post involving these skills. I have good experience in data entry, web research, Google documents and MS Office. My typing speed is more than 50 words per minute. I believe my skills would be ideal for your project. I can complete this job within the required time period.

"Moving forward, I can dedicate 30 hours/week for your job, and my daily hours are negotiable. I'm very excited to offer my services for your job. Please feel free to contact me directly to discuss this position further."

I am mostly online on yahoo messenger and skype. We can discuss there in details in a quick way, if you are interested.

Regards,

SAMPLE # 25 web & SEO analyzer

Good day sir,

I have checked everything on your post and i'm appetent to let you know that i've expertness and commercial experience in this category with excellent feedback .I've been professionally engaged as web & SEO analyzer, web developing, web content writer . Hire me and get your job done perfectly ,honestly and in trusted way.

Looking forward to get started ASAP

Thanks

Robin Hawk

TIPS & TRICKS

* Make sure that each cover letter you send on oDesk, is personalize and specific, to each job, that you are applying for.

* Never copy and paste your cover letters contents, as every project is different, and needs, to be tailored, to it's own requirements.

*** Never Provide Email ID / Skype ID or any other Contact Info (This is Against oDesk Policy)**

* Keep your cover letter short in length; four short paragraphs, are more than enough to get your message across.

* Avoid boring them to death with an essay, this will turn them off, from hiring you.

* Every single line in your oDesk cover letter should be written in a way, that will provide the employer an incentive to hire you.

* Show a high level of enthusiasm that you are accessible, prepared, and ready, to start working with them.

Wish You All The Success At oDesk

<http://www.learnodesk.com>