

# WHAT ARE DATA ENTRY JOBS?

Workers collect data and capture the collected information into databases. Responsibilities include extracting information from materials and storing the information in hard copies.

**data entry jobs are high volume and in demand**

## SKILLS NEEDED

### BASIC COMPUTER SKILLS

You need basic computer skills. You should know how to operate a computer, install softwares, use Microsoft Office.

### GOOD TYPING SKILLS

You need to be able to type quickly while maintaining a high degree of accuracy.

### EFFICIENCY, ORGANIZATION, AND ATTENTION TO DETAIL

You should be organized and always pay close attention to detail.

### TOLERANCE FOR REPETITION

Data entry can become torture if you don't have a high tolerance for repetition. You should also be comfortable with sitting at your computer for hours.

## CAREER PROSPECTS

According to the Bureau of Labor Statistics, the mean hourly wage of a remote data entry clerk is **\$16.22**, with an average annual salary of **\$33,740**.

## WHO IS IT FOR?

- stay-at-home parents
- students



# **Must Know Remote Data Entry Jobs Tips For Students**

**Richard A. Bassler, Edward O. Joslin**



## **Must Know Remote Data Entry Jobs Tips For Students:**

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