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| **Robert smith**  **Virtual Administrative Assistant** | **Phone**: (123) 456 78 99  **Email**: info@qwikresume.com  **Website**: [www.qwikresume.com](http://www.qwikresume.com)  **LinkedIn**: linkedin.com/qwikresume  **Address**:1737 Marshville Road, Alabama. |

[Today’s Date]

[341 Company Address]  
[Company City, State xxxxx]  
[(xxx) xxx-xxxx]  
[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Hiring Manager’s Name],

I found your advertisement for the Virtual Administrative Assistant vacancy and I am very interested in this role. My experience in scheduling appointments, ordering supplies and ensuring customer service and my organizational abilities make me a perfect candidate for this job role. I trust that my 5 years of work experience, industry knowledge, and my proficiency in updating websites as and when needed will be a valuable contribution to \*\*\*. From welcoming customers to organizing travel arrangements, managing schedules, and identifying new opportunities, my well-rounded skill set allows me to succeed in a challenging environment like \*\*\*. Backed by my time management, organizational, and multitasking abilities, I can very easily provide exceptional both on-site and off-site support, and deliver optimal productivity to \*\*\*. Consider the following highlights from my qualifications

* Participated and conduct exclusive support functions – coordinating general administrative operations, managing web content, communicating with the team, sending the newsletter, and updating and maintaining websites while concentrating on professionalism and accuracy
* Demonstrable proficiency in a variety of software programs commonly used in \*\*\*, and being a social media channel active user
* The ability to communicate via phone, email, Skype, and other tools to constantly connect with people throughout the day
* Balancing multiple tasks, and work prioritization within time-sensitive culture, concurrently delivering top-notch interpersonal and organizational skills
* Maintaining constant professionalism in all tasks

These qualifications, supplemented with my experience and educational credentials, put me in a place wherein I trust I can surpass the expectations that you are seeking from your new Virtual Administrative Assistant. I look forward to the opportunity to learn more about \*\*\* and to discuss how I can contribute my assets at your place. Thank you for taking the time to review my credentials.

Sincerely,

[Your Name]