

Date: 15th February, 2019

To
Human Resources Manager
Staff India
Road-12, House no-1, (5th floor), Block-A, Shahjalal Uposahar, Sylhet.

Re: Virtual Assistant Position.

Dear Sir,

When I learned of your need for a Virtual Assistant, I felt compelled to submit my resume for your consideration. As a reliable, self-motivated, and efficient assistant with experience providing remote administrative and personal support to busy professionals across the globe, I am confident that I would be a valuable asset to you.

From organizing travel arrangements and managing schedules to performing market research and identifying new business opportunities, my skills allow me to thrive in fast-paced independent environments that let me put my time management and organizational skills to use. Backed by my superior communication and multitasking capabilities, I excel at providing exceptional off-site support and generating optimal productivity and success for businesses.

Highlights of my experience include...

- ✚ Performing extensive support functions—including communicating with teams, sending newsletters, and coordinating general operations—while maintaining a consistent level of professionalism and accuracy.
- ✚ Communicating consistently via phone, email, and Skype, ensuring reliable ongoing contact throughout the day.
- ✚ Demonstrating proficiency in a wide array of software programs, including social media channels.
- ✚ Balancing multiple tasks within time-sensitive environments while providing top-level organization and interpersonal skills.

With my proven commitment to delivering the highest level of virtual assistance, I am well prepared to extend my record of exceptional service to your business. I welcome the opportunity to discuss this position and my qualifications with you further. Thank you for your consideration.

Sincerely,

Md Faruque Rashid