Johirul Alam Showrov
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RE: Virtual Assistant

As a highly motivated and dedicated student with strong communication and interpersonal skills, I would like to apply for the position of Virtual Assistant.

As a student I have been extensively involved in my University community, which has allowed me to develop strong interpersonal skills. My involvement in various events, including drama eisteddfods and sports carnivals, has allowed me to work closely with my peers while supporting the university community as a whole.

These experiences have allowed me to develop strong time management and organisational skills, which I see as being very important when seeking to work in casual employment while continuing to study.

Personal attributes that I believe make me suitable for this position include:

- **Motivation:** Volunteer participation and university results demonstrate high motivation.
- **Customer Service:** Assisting with the sale of products at community events has allowed the development of customer service skills.
- **Communication:** Acting in drama performances and working as a volunteer for university events has allowed the development of communication skills.

My teachers and educators have commended me for my willingness to participate and my dedication to helping out where possible. I enjoy working with others and believe that my strong communication skills will ensure that I can meet the expectations of this role.

I am aware that you will receive a large number of applications for this job, but I would very much appreciate the opportunity to demonstrate my capabilities to you in person.

I believe that I have a lot to offer your organisation. I am keen to develop my professional skills and look forward to discussing my application with you at an interview. I have enclosed a copy of my resume for your consideration. I can be contacted at all times on the details provided above.

Thanking you in advance for your time,

Johirul Alam Showrov