

Dear Recruiter,

I am writing to apply for the position of Virtual Assistant with staff India. I possess more than 1 year of experience as a virtual assistant and enjoy the variety of work the job brings each day.

As a freelance virtual assistant I currently provide a number of services for my clients including document preparation maintaining files and data scraping manually or with software. My knowledge of a wide variety of computer programs allows me to easily take on nearly any task I am assigned. As a detail oriented and organized professional I take pride in completing assignments on time and with accuracy. I would love the opportunity to transfer these skills to Staff India as your Virtual Assistant Looking to join an organization where the opportunity for growth and personal development is embraced.

I am a self-starter and have a complete in-home office set up. So I'm ready to begin work as your virtual assistant as soon as possible and welcome you to contact me to set up an interview at your earliest convenience. Thank you so much for your time and consideration.

Sincerely,

Kazi Asma Ul Husna