

Taslima Zafrin Tuly
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Hiring Manager
Staff India
Dear Hiring Manager,

Thank you for the opportunity to apply for the Virtual Assistant role at your company. After reviewing your job description, it's clear that you're looking for a candidate that is extremely familiar with the responsibilities associated with the role, and can perform them confidently. Given these requirements, I am certain that I have the necessary skills to successfully do the job adeptly and perform above expectations.

I am a hard-working recent college graduate (3.79 GPA, B. Sc. In Computer Science & Engineering) from Metropolitan University, Sylhet . Throughout my academic career, I was consistently praised as diligent by my professors and peers. While working on academic and extracurricular projects, I developed proven communication, teamwork, and multitasking skills, which I hope to leverage into the Virtual Assistant role at your company.

After reviewing my resume, I hope you will agree that I am the type of competent and competitive candidate you are looking for. I look forward to elaborating on how my specific skills and abilities will benefit your organization. Please contact me at 01732159978 or via email at taslimazafrin@gmail.com to arrange for a convenient meeting time.

Thank you for your consideration, and I look forward to hearing from you soon.
Sincerely,

Taslima Zafrin Tuly