

Dear Sir,

I am writing to apply for the position of Virtual Assistant at Staff India. My knowledge of a wide variety of computer programs allows me to easily take on nearly any task I am assigned. I am a quick study and welcome challenges as well. As a detail oriented and organized professional I take pride in completing assignments on time and with accuracy. I can type 45 words per minute and possess excellent communication skills both written and verbal. I would love the opportunity to transfer these skills to Staff India as your Virtual Assistant.

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,

Md. Imran Khan