

REGINE PRONDO

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TO

SPINVIRTUAL SOLUTIONS

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DEAR HIRING MANAGER,

I saw your Facebook ads and knew right away that I would be a great addition to the team.

My name is Regine Prondo. I'm from Rizal's San Mateo City. I have nearly 9 years of BPO experience, assisting customers through chat, email, or phone. Since 2018, I've been working as an e-Commerce VA, primarily handling customer concerns and writing blogs and newsletters. I have extensive experience with Shopify, Zendesk, FreshDesk, Klaviyo, and other eCommerce-related tools. Customer service is my bread and butter, and I will be an effective member in providing the best customer experience possible. I've also managed social media accounts, written copy for Facebook ads, and created content using Canva.

Working as a virtual assistant for nearly four years taught me how to be organized, have integrity, and work with little supervision. You can trust that my home office has everything I need to work efficiently – a reliable internet connection with backup, and a highly reliable computer desktop and laptop. With my skills and experience, as well as my positive attitude, I am confident that I am the best fit for this position.

I am thrilled to begin working with your team. Looking forward to hearing more from you soon.

Sincerely,
REGINE PRONDO