

SUBJECT: JOB APPLICATION FOR Virtual Assistant

Dear Ma'am/Sir:

After learning about your agency's need for a Virtual Assistant, and your relationship-first approach to build successful and symbiotic long-term partnerships with your clients, I was struck and immediately decided to apply for the position. I understand you need someone to:

- Answer phone calls, send message Outlook meeting set-up with agenda of items
- Attend project Team meetings
- Sort and send comms in behalf of the management team
- Respond to new business inquiries via email
- Quote preparation and follow up
- Set up project channels in different platforms
- Assist management team with creating job schedules and assigning tasks to resources
- Client database management in CRM
- Reporting and analysis
- Creative work with writing, and
- Other administrative tasks and projects

That being said, if you would like to know more about me and what else I can do for your company, I would be more than happy to jump on a call with you.

Sincerely,

Nora Bonifacio