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Dear Spin Virtual Solutions,

I recently came across your advertisement for the Customer Service Support and Virtual Assistant vacancy and am genuinely excited about the prospect of joining your team. With eight years of experience as a highly motivated and process-focused client success executive, I bring a proven track record of initiative and dependability to the table.

Over the course of my career, I have honed my customer service and quality control skills, establishing myself as a capable and consistent problem-solver adept at prioritizing and managing projects with efficiency. In my previous role, I played a pivotal role in the success of numerous project-based accounts, showcasing expertise in operations support, people management, admin support, process training, customer service, and technical support—contributing significantly to team efforts and overall business improvements.

My progressive mindset keeps me attuned to the latest developments in my field, and my effective time-management skills enable me to be both forward-thinking and collaborative. I thrive in brainstorming sessions where I can coordinate activities to achieve common goals. Throughout my career, I've earned the trust of numerous local and international clients, maintaining strong relationships within the industry.

I kindly request you to take a moment to review my resume and credentials. I am enthusiastic about the opportunity to discuss my candidacy further and explore how I can contribute to the success of your team.

Thank you for considering my application. I look forward to the possibility of working with you.

Sincerely,

Sincerely,

Shawn Druce Mendel Tadlip