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Dear Clear Desk,

I am writing to express my interest in the virtual assistant position at ClearDesk, as advertised on Jobstreet. With my organizational skills, attention to detail, and ability to handle multiple tasks simultaneously, I believe I am the ideal candidate for this role.

I have 3 years of experience working as a virtual assistant, providing administrative support to busy professionals. Throughout my career, I have developed strong organizational and time management skills, allowing me to prioritize tasks effectively and meet deadlines consistently. I am adept at managing calendars, scheduling appointments, and arranging travel accommodations, ensuring that all necessary arrangements are made efficiently.

In addition to my administrative skills, I am proficient in a variety of software programs and tools commonly used in virtual assistant roles. I am experienced in using project management software, communication tools, and cloud-based storage platforms, enabling seamless collaboration with team members. I also possess excellent written and verbal communication skills, allowing me to effectively communicate with clients and team members in a professional manner.

Furthermore, I have a strong technical background, with extensive experience in troubleshooting IT-related issues and managing online platforms. I am proficient in using productivity tools such as Microsoft Office Suite, Google Suite, and other project management tools. I am a quick learner and

adaptable to new technologies, enabling me to easily adapt to any virtual assistant platform or software utilized by your organization.

I have attached my resume for your review, which provides further details regarding my experience and skills. I would greatly appreciate the opportunity to discuss how my qualifications align with the needs of Clear Desk in more detail. Thank you for considering my application.

I look forward to the possibility of joining your team as a virtual assistant and contributing to the success of Clear Desk. Please feel free to contact me at 09228408972 or [rizzy.vejerano@gmail.com](mailto:rizzy.vejerano@gmail.com) to schedule an interview or to discuss any additional information you may require.

Thank you for your time and consideration.

Sincerely,

Rizza Vejerano