

Dear Hiring Manager,

I'm excited to apply for the Administrative Assistant position at your company. With a background in customer service, data entry, and virtual assistance, I bring strong organizational skills, attention to detail, and a proactive approach to supporting day-to-day operations.

In my previous roles, I regularly handled internal and external communication, maintained spreadsheets using basic Excel formulas, and conducted online research for lead generation. I'm also familiar with using tools such as LinkedIn and ClickUp for task organization and project tracking. My ability to summarize concerns, respond professionally to queries, and maintain accurate records has contributed to smoother workflows and better team coordination.

I'm confident that my skills and commitment to accuracy and efficiency would make me a valuable asset to your team. I am eager to contribute to your operations and grow with your company.

Thank you for considering my application. I look forward to the opportunity to support your team.

Sincerely,
Antonio Janolino