## PAULA ALBI



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May 8, 2023 Rathna Selvi, Position: Web Administrator Job reference: 255570 Peoplebank Australia WA

Dear Rathna Selvi,

Fremantle, Perth WA

I am writing to express my interest in the Web Administrator position with your highly reputed client. As a digitally-savvy professional with expertise in website design and administration, I believe that I am an ideal candidate for this opportunity.

I possess a strong understanding of website design and administration, and I am proficient in programming languages such as HTML, CSS, and JavaScript. Additionally, I have experience using various design tools, such as Figma and Inkskape, to create visually appealing and user-friendly websites.

In my ongoing role, I building and maintain websites, review web content, links and design, provide necessary updates and enhancements in a timely manner, and respond to customer inquiries, including the provision of media proof.

Furthermore, I have drafted, documented, and implemented backup, recovery, and business continuity plans, and have maintained knowledge in web design. I possess excellent organizational skills and attention to detail.

I am excited about the prospect of working with a global client and contributing to the success of their digital presence. I am confident that my skills, experience, and passion make me an ideal candidate for this position.

Thank you for considering my application. I look forward to discussing my qualifications further.

Sincerely,

Paula S. Albi