

**Ayinde Elizabeth Ayomide**

09059972694| [ayindeayomide7@gmail.com](mailto:ayindeayomide7@gmail.com) |16,Jire Aransi Close,Ojoo

11th August,2022.

**Jason Hreha**

CEO,Persona  
Worldwide,US

Dear Mr. Hreha,

I am excited to be applying for the role of Virtual Executive Assistant, which I saw was recently posted on LinkedIn.I am especially thrilled about this position because administrative tasks and projects are one of my favorite tasks and I excel at it.

I am incredibly analytical and creative too and these skills would be greatly and efficiently put to use in this role. I also do well in gathering research, use of spreadsheets, events and meetings planning and drafting of emails.

In line with the job description, it appears I am extremely fit for this position. I am fluent in English Language, I am skilled in the use of apps and technology and I am able to commit myself fully to work without being overwhelmed.

A great endurance ability to persevere and willingness to work hard are abilities I possess including intellectual curiosity and a great resourcefulness skill which I would love to put to use in this organization.I have been able to put them to practice while working as a little cousin assistant for my cousin some time ago. I am sure that this experience will also help me pick up new skills and bring more excellent feedback for the company.

My track record of success in anything I find myself doing goes with my philosophy that, "anything worth doing, is worth doing well". I am a great team player too.

I sincerely hope I am opportune to speak further so I can share more about myself, my unique strengths and my enthusiasm for this role.

Thank you so much for your time and consideration.

Best regards,  
Ayinde Elizabeth Ayomide