

ESTELLE DARCY

VIRTUAL ASSISTANT

Korina Villanueva

18 August, 2030

Director, Really Great Place

+123-456-7890

hello@reallygreatsite.com

123 Anywhere St., Any City

Job Reference: Virtual Assistant

Dear Korina,

I'm interested in the Virtual Assistant role at Really Great Company. With extensive experience in digital skills including social media, email marketing, and website management, I'm prepared to enhance your team's operations.

My background in supporting sole traders involves managing projects and collaborating on digital strategies, improving business operations and growth. I excel in delivering personalized client support and am known for my commitment to quality and efficiency, leading to enhanced online engagement.

Confident in my digital administration abilities, I believe I can be an asset to your team. Thank you for considering my application. I look forward to the opportunity to discuss contributing to Really Great Company.

Warm regards,

Estelle Darcy



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