

Aug. 8, 2025

Chloe Hudson, Hiring Manager
Workoo Technologies
Mountain View, CA 94040
(555) 555-5555
example@example.com

Dear Chloe Hudson,

I am writing to express my interest in the virtual assistant position at Workoo Technologies. With seven years of experience providing comprehensive administrative support remotely, I have developed a strong skill set in managing schedules, handling communications, and supporting day-to-day operations with accuracy and professionalism. I am excited about the opportunity to bring my expertise and enthusiasm to your team.

Throughout my career, I have successfully managed busy executives' email inboxes, organized calendars across multiple time zones, and arranged complex travel plans tailored to individual preferences and budgets. I am highly skilled in data entry and invoicing processes, having helped reduce processing time by 25% through improved workflow organization. Additionally, I prepare a wide range of documents, including reports, presentations, and client correspondence, always ensuring clarity and attention to detail.

My ability to prioritize tasks, communicate effectively, and anticipate needs has been instrumental in supporting seamless business operations. I hold certifications in Google Workspace and QuickBooks, which have allowed me to provide enhanced invoicing and document management support, resulting in a 30% reduction in billing errors. My clients have praised my reliability and dedication, contributing to sustained long-term working relationships.

I am eager to contribute to Workoo Technologies' success by leveraging my skills to support your team's objectives. I welcome the opportunity to discuss how my background can align with your needs. Thank you for considering my application, and I look forward to the possibility of working together.

Sincerely,
Leo Kim