

JANE KIM

Houston, TX 77003 | (555)555-5555 | jane.kim@monster.com

Oct 14, 2026

Dear Hiring Manager,

I am writing to express my interest in the Virtual Assistant position at Tech Solutions Inc. With a Bachelor of Arts degree in Communications and five years of experience as an Administrative Assistant, I have developed a robust skill set that aligns with the dynamic environment at your company.

My background in communications has honed my ability to convey information clearly and effectively, ensuring that documentation, reports, and presentations are both precise and impactful. Having worked extensively with Microsoft Office Suite and other digital tools, I am adept at managing schedules, organizing meetings, and conducting research to support various initiatives.

I pride myself on being detail-oriented while maintaining strong organizational skills that enable me to manage multiple tasks efficiently under pressure. My proactive communication style fosters collaboration among team members, which is essential for success in a remote work setting like yours. Furthermore, I approach every customer inquiry with a customer-oriented mindset—ensuring timely responses that uphold high service standards.

At Tech Solutions Inc., where innovation and customer satisfaction are paramount, I believe my adaptability and problem-solving skills will contribute positively to your mission of empowering businesses through technology.

Thank you for considering my application; I look forward to the opportunity to discuss how my experiences align with the needs of your team.

Sincerely,
Jane Kim