

[Your Full Name]
[Your Professional Title / Virtual Assistant]
[Phone Number] | [Email Address]
[LinkedIn Profile URL] | [Portfolio Website]

[Date]

Dear *[Contact Person Name or Hiring Manager]*,

I am reaching out to express my interest in potential collaboration or open Virtual Assistant opportunities within *[Company Name]*. Having followed your work in *[Industry/Niche]*, I am impressed by your recent *[mention a specific project, achievement, or company value]*.

With *[Number]* years of experience supporting *[Type of Clients, e.g., entrepreneurs, creative agencies, or tech startups]*, I specialize in streamlining operations and reclaiming valuable time for leaders. My core competencies include:

- **Administrative Excellence:** *[e.g., Calendar management, inbox zero, and travel logistics]*.
- **Specialized Support:** *[e.g., Social media scheduling, basic bookkeeping, or CRM management]*.
- **Technical Proficiency:** Expert-level use of *[e.g., Slack, Asana, G-Suite, and Canva]*.

I pride myself on being a proactive problem-solver who requires minimal oversight. I am confident that my ability to *[mention a specific benefit, e.g., organize complex workflows or manage client communications]* would be an asset to your team as you continue to grow.

I have attached my resume and a brief portfolio of my work for your review. I would welcome the chance to discuss how my background aligns with your current or future needs.

Best regards,

[Your Full Name]