

[Your Full Name]
[Your Phone Number]
[Your Email Address]
[Your LinkedIn Profile / Portfolio URL]
[Your Location / Timezone]

[Date]

[Hiring Manager Name]
[Company Name]
[Company Address/Remote]

Dear [Hiring Manager Name],

I am writing to express my interest in the Virtual Assistant position at [Company Name] as advertised on [Job Board/Platform]. With a strong background in providing comprehensive administrative support and my experience working in remote environments, I am confident in my ability to streamline your workflows and support your team effectively.

In my previous roles, I have developed a high level of proficiency in [Skill 1, e.g., Calendar Management], [Skill 2, e.g., Email Triage], and [Skill 3, e.g., Social Media Scheduling]. I am well-versed in digital collaboration tools including [Software 1, e.g., Slack], [Software 2, e.g., Trello/Asana], and [Software 3, e.g., Google Workspace]. I pride myself on my ability to work independently, maintain strict confidentiality, and meet deadlines without direct supervision.

Key highlights of my qualifications include:

- [Achievement 1: e.g., Reduced administrative overhead by 20% through new filing systems].
- [Achievement 2: e.g., Managed executive travel and complex scheduling across multiple time zones].
- [Achievement 3: e.g., Maintained a 99% accuracy rate in data entry and reporting].

I am particularly drawn to [Company Name] because of your commitment to [Company Value or Mission]. I am eager to bring my organized, proactive approach to your team to help maintain the high standards of efficiency you are known for.

Thank you for your time and consideration. I look forward to the possibility of discussing how my skills can contribute to the continued success of [Company Name].

Sincerely,

[Your Name]