

The Hiring Manager
Spin Virtual Solutions
Dear Sir/Ma'am,

I am expressing my interest in applying for the Virtual Assistant position posted on Facebook.

The role appeals to me greatly, and I believe my extensive technical experience and education qualify me as a strong candidate for this position. The key strengths that would help me succeed in this position are as follows:

- I am looking forward to contributing to the company a positive return on investment by using my skills gathered through research and experience in the sales industry in both the automotive and real estate.
- Having most recently worked in the sales industry, I've had the chance to improve my career in digital marketing. I created a Facebook page that was intended to be a business but ended up being a page with advice on computer builds, so I have expertise with questions about computer hardware, software, and networks.
- I am constantly striving for excellence.
- I'm always looking for ways to improve my task efficiency.

With a BS degree in Information Technology from a top-tier school and with the guidance of my previous mentors, I can confidently say that I am fit for the role. I also have experience learning and implementing new technologies as needed. For more information on my experience, please see my resume.

I can be reached at any time via email at jpfbayonito@gmail.com or by my phone numbers listed below.

Thank you for your consideration and time. I am excited to speak with you about this job opportunity.

Sincerely,

John Paul Bayonito,
<https://www.linkedin.com/in/johnpaulbayonito>
0963-338-4384
0927-257-7398