



GIAN GASPAY

CONTACT

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Dear Hiring Manager,

I am writing to express my interest in the Virtual Assistant or Customer Service Support position at your company. As a Tier III customer service representative with near 2 years of experience combined with my 8months of Virtual Assistant experience, I am confident in my ability to provide exceptional support to your clients.and business needs.

My extensive experience in customer service, combined with my passion for technology, has given me a unique skillset that I believe would make me a valuable asset to your team. I have a proven track record of effectively resolving complex issues and providing clear and accurate information to customers.

In my current role, I have been responsible for training and mentoring junior customer service representatives, and I am confident that my leadership skills and knowledge will be an asset to your company. I am dedicated to providing outstanding customer service, and I always strive to go above and beyond the expectations of my clients.

I am excited about the opportunity to work with your company and bring my skills to the table. Please find my resume attached for your review. Thank you for considering my application.

Sincerely,

GIAN GASPAY