



ATTENTION: The Human Resources
Spin Virtual Solutions

April 8, 2023

SUBJECT: COVER LETTER

Dear Sir / Madame;

By means of this letter, I would like to inquire about the possibility of filling an outstanding job position at Spin Virtual Solutions. My preference would be to fill the position of Customer Service Support or Virtual Assistant or any suitable position that will fit in my qualification.

I am currently working as an Entrepreneur and a Freelancer here in the Philippines. In this current position, as a team player I am responsible for the technical work such as communication, documentation, trouble shooting and other support needed. I have especially experienced the ability to multi-task, organized, and prioritize work as very positive.

I would describe myself as someone who is dedicated, self-driven and can handle pressure. I would like to put these characteristics to use within your organization. My current experience as Freelancer and Entrepreneur and in addition with my past experienced abroad, has provided me with the expertise to be able to make a valuable contribution to Spin Virtual Solution in the position you may have offer me and I am willing to learn more from you should I be given a chance.

I would like to further explaining my motivation during a phone meeting. You can reach me either by phone via +63 916 3417600 or by email via johanzbeilor@yahoo.com.

Thank you for your consideration. I look forward to hearing from you.

Sincerely,

Lordeleiz Liloc Fajardo