

# Reyna Jean Ombao

Virtual Assistant

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To whom it may concern,

I found your job advertisement for the Virtual Assistant position and am very interested in this position. My experience in Virtual Assistance and ability to handle complex tasks make me the perfect candidate for the job. My skill set and industry knowledge will be valuable to your company.

I am most impressed by how you value VAs and strive to contribute to the success of businesses all around the globe. When I worked as a Virtual Assistant, my former client is satisfied as I helped him with his daily tasks even though it was project-based. Your company will make waves in the industry, and I would feel privileged to be a part of such an innovative team.

In my previous role, I fulfilled my job as a Virtual Assistant, which improved the efficiency of his business. Recently, I never stopped learning other niches to improve my skills as a VA. These are content writing and a bit of graphic designing. Also, to be more proficient in clerical and administrative task.

I have attached my resume above, and If you like my ideas, I have many more I would like to discuss with you.

Sincerely,  
Reyna Jean Ombao

*Reyna Jean Ombao*