

Greetings!

I am writing this letter to apply for the vacant position of Customer Service Representative or Virtual Admin Assistant at your company, as posted on your website.

I've been a customer service representative for 6 years, and I also have experience in administrative roles. I also have the relevant skills and experience to be considered for employment in this position at your company.

Along with this proposal, I have attached an updated resume that contains my academic background, skills, and work experience for your reference. Also, you can contact me via skype at live:nierra2318ak.

Thank you, and I'm looking forward to hearing from you.

Regards,

Antonette Khaye Nierra