

Hi there!

As I was looking for a job online, I noticed your post and I thought, "This is it! I'll send a letter right away." So here's me trying to at least make you wow for the next 3 mins. I know you're a busy person and time's precious, that's why I'll keep this short but amazing.

I'm Mark and my bucketful of management and computer skills makes me an ideal candidate for the position that you have advertised. You can also count on me with my experience in Administrative work, Web Research, Customer Service, Social Media Management, Video Editor, Graphics Design, and Email Virtual Assistant.

I am equipped with knowledge of different online applications like MS Office (Word, Excel, Powerpoint), Google Apps (Gmail, Drive, Docs, Spreadsheet), Canva, Dropbox, Buffer, WordPress, Adobe Photoshop, Adobe Premier, Adobe After Effects and many more.

I guess that's three minutes already.

Should I succeed in trying to impress you now, what more when you and I actually speak to each other? Let's continue this chat on Skype. My Skype ID is live:.cid.e0502fdd7dc07a7e

Sincerely,

Mark Joseph Andes

Resume

<https://drive.google.com/file/d/1qWHqXQ4Dz0vo3-yF0TE3d8JYYhBJuBmE/view?usp=sharing>

Portfolio

<https://vamjandes19.wixsite.com/markandes>

1min Intro Video

<https://drive.google.com/file/d/1KJXLdYBIL6pE5puM96dk77HTC0IW4bWG/view?usp=sharing>