


ALLYSSA MARIZA SANTOS

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Dear Hiring Manager,

I am reaching out to express my keen interest in the Virtual Assistant position available at your esteemed company, as detailed in my attached resume. This document offers a comprehensive overview of my professional journey, highlighting my employment history, accomplishments, educational background, and skill set.

Throughout my career, I have consistently demonstrated a strong sense of responsibility and dedication. I am enthusiastic about the prospect of leveraging my expertise to contribute to the success of your organization. Having thrived in previous roles at dnata Travel Inc. and CS Global Workplace, Inc. in Pampanga, Philippines, I am now eager to pursue opportunities that will further develop my skills and broaden my experiences.

I am deeply committed to achieving excellence and am dedicated to driving company objectives with enthusiasm, talent, and innovative thinking. My positive outlook is a valuable asset that I am excited to bring to any team. I am enthusiastic about the possibility of discussing how my background and skills can align with your company's vision and contribute to its ongoing growth and success.

I am genuinely enthusiastic about the prospect of stepping into a property management role for several one of the reasons is that I am drawn to the dynamic nature of property management, where every day brings new challenges and opportunities to problem-solve and make a meaningful impact. The idea of overseeing properties and ensuring their smooth operation appeals to my strong sense of responsibility and attention to detail.

Thank you for considering my application. I am looking forward to the opportunity to further discuss how I can be an asset to your team in an interview setting.

Here's a video -

<https://www.loom.com/share/69c58d197ab8475f900737ef39e43f4c?sid=14c77fac-f4e1-4f74-966e-505f14916900>

Sincerely,

Allyssa Mariza Santos