

Irene Manalo

163 Zone 3 Ruby, Barangay Pangao
Lipa City, Batangas 4217
manaloirene@gmail.com
09082629037
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Hiring Manager

Spin Virtual Solutions
Suite 6, Building 7, 49 Frenchs Forest Rd
Frenchs Forest, NSW 2086, Australia

Dear Hiring Manager,

I am excited to express my interest in the **Virtual Assistant position at Spin Virtual Solutions**. With extensive experience in **administrative support, project management, and customer relationship management**, I am confident in my ability to provide seamless assistance to clients while helping your business thrive.

In my previous roles, I have demonstrated my ability to manage diverse administrative tasks, from **calendar and inbox management to data entry and research**. My attention to detail, organizational skills, and proficiency in tools like MS Office and Google Suite have allowed me to effectively support business operations, ensuring tasks are completed efficiently and on time.

I am particularly drawn to your company's mission of pairing skilled Filipino VAs with local Australian support, as I believe my background aligns well with your needs. I am excited about the opportunity to contribute to your dynamic team and help clients maximize their productivity.

Thank you for considering my application. I look forward to the possibility of discussing how my skills and experience align with the needs of **Spin Virtual Solutions**.

Sincerely,


Irene Manalo