

Good day, Spin Virtual Solutions!

I came across your job hiring post and here I am writing this letter to formally extend my interest in the Virtual Assistant position.

I have worked as a **Finance associate** in a lending company for 10 months, where my duties span not only in the Finance department but also in managing memberships, and coordinating clients, which I suppose in-line with the kind of work you are looking for. This experience has equipped me well in having great communication skills, administrative skills abilities and the capacity to work diligently, both individually and in a group.

I have faith in my abilities to handle administrative duties like; Excel reports, email correspondence, and customer support abilities. I am also proud of my attention to detail, drive, and constant desire to advance my career which I suppose a great advantage for this role.

Attached here is [My introduction video](#) for your review, and I hope to contribute my skills, and enthusiasm to your growing company.

Thank you for considering my application, I look forward to the opportunity to further speak with you.

Warm regards,
Myka Cyrill Cadaro
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