

Dear Hiring Manager,

I am writing to express my strong interest in the Admin Assistant VA role with your company. With my years of experience and skills in various roles, I believe that I have the necessary qualifications to excel in this position.

As you will find on my resume, I have had a variety of experiences with many different roles in the healthcare industry, from my time at Optum Global Solutions as a Collection Representative to my role as a Senior Process Associate at Tata Consultancy Inc. These experiences have equipped me with a solid foundation in revenue cycle management, data entry, research, and order management.

One of my most relevant experiences is as a Sales Admin Assistant at Sara Lee Philippines. In this role, I was responsible for order processing, travel booking, email management, logistics and SAP upload. This experience has honed my attention to detail and ability to handle complex transactions daily. I am confident that these skills will translate seamlessly into the Admin Assistant role where attention to detail and efficient transaction processing are crucial.

In addition, I also gained valuable skills as a Senior Process Associate at Tata Consultancy Inc. One of the key responsibilities in this role was performing data entry and research in various systems and tracking tools. This required me to apply knowledge of processes and related systems to identify and resolve issues effectively.

Furthermore, I developed strong problem-solving abilities by assessing and resolving non-standard and standard issues while seeking advice when faced with tasks outside the scope of work. These skills will be invaluable as a Admin Assistant, where problem-solving and adaptability are essential for success.

In summary, based on my experiences highlighted above, I firmly believe that I possess the necessary skills and qualities required for this position. My attention to detail, ability to handle complex transactions efficiently, and strong problem-solving abilities make me a perfect fit for this position. I am excited about the opportunity to discuss further how I can bring value to your company.

Thank you for considering my application. I look forward to the possibility of joining the team.

Sincerely,
Ana