

Dear Recruitment Team,

I am delighted to apply for the Bilingual Administrative Assistant role at Horizon International. My fluency languages are English and Spanish, and I have supported multicultural teams and international clients for over three years.

Working for GlobalConnect, I facilitated bilingual communication, translated documents, and provided administrative support for global business operations. I look forward to leveraging my language skills and administrative experience to support Horizon's global programs.

Thank you for considering my candidacy.

Best regards,

Miguel Rojas