

Dear Hiring Manager,

I am excited to apply for the position of Virtual Administrative Assistant at BrightWave Digital. With two years of experience working remotely, I am highly skilled at managing schedules, coordinating emails, and providing virtual support to executives.

I am highly experienced in online collaboration tools like Zoom, Slack, Trello, and Asana, and pride myself on staying productive across time zones. I would be thrilled to bring my remote administration expertise to BrightWave's growing team.

Sincerely,

Lauren Kim