

JOLLY MAE ASIGNAR



To whom it may concern,

I am writing to express my interest in the Virtual Assistant position. With my background in customer service and strong communication skills, I am confident in my ability to provide efficient and reliable remote support to your team.

I have experience working as a Customer Service Agent at Ibex and TaskUs, where I handled chat and voice support, resolved customer concerns, and maintained a high level of professionalism in fast-paced environments. These roles helped me develop strong multitasking abilities, attention to detail, and the ability to work independently—skills that are essential for a Virtual Assistant.

I am also comfortable using tools such as Google Workspace, Microsoft Office, and communication platforms like Slack and Zoom. I am highly organized, tech-savvy, and always willing to learn new systems to improve my performance and better support clients.

What sets me apart is my dedication to delivering quality work, meeting deadlines, and ensuring client satisfaction. I take pride in being dependable, proactive, and easy to work with.

I would love the opportunity to contribute to your team and help streamline your daily operations. Thank you for considering my application. I look forward to the possibility of working with you.

Yours Sincerely,

Jolly Asignar