

Virtual Assistant Cover Letter Template

**[Full Name]**

**[Email Address]**

**[Contact Number]**

**[LinkedIn Profile/Website Link]**

Dear **[hiring manager’s title and last name, or their first name]**,

I found your advertisement for the Virtual Assistant vacancy and am very interested in the position. My experience in **[administration or personal assistance]** and ability to **[#1 skill]** and **[#2 skill]** make me the perfect candidate for the job. I know my skill set and industry knowledge will be invaluable to **[name of the company]**.

I am most impressed by **[notable milestones or characteristics you appreciate about the company]** and have some great ideas of my own to contribute. When I worked on **[mention a successful project/initiative you were involved in]**, we managed to **[describe the result(s) of the project]**. I believe your **[project or company initiative you are especially interested in]** will make waves in the industry and I would feel privileged to be a part of such an innovative team.

In my role as **[current or former position]**, I achieved **[mention accomplishment(s) and strengthen it with a statistic, if possible]**, which improved **[mention the effect this accomplishment had on the company in question]**. Most recently I attended **[relevant training you’ve completed]** that helped me sharpen my **[list key skills or valuable attributes]**.

I have attached my resume and **[mention any other documents that were requested, if applicable]**. If you like my ideas, I have many more I’d like to discuss with you.

Sincerely,

**[Full name]**