

Dear recruiter,

I am writing to express my strong interest in the Personal Assistant position.

As an entrepreneur, I've managed branches of 6 top quest rooms, achieving an annual turnover of \$800,000. My experience in crisis management and small business operations has equipped me with adaptability, strong communication, and organizational skills. I can quickly adjust to changing situations, making it easy to respond to the needs and handle unexpected challenges. I'm also good at communication, both in writing and speaking, which helps me manage calls, emails, and messages efficiently.

I'm excited about the opportunity to apply my experience and strengths to support the person I am assisting.

I'm eager to discuss my qualifications further. You can reach me at +35795951176 or by email: arthob94@gmail.com

Thank you for considering my application.

Sincerely,
Tim Tkachenko