

Dear Hiring Manager,

I am writing to apply for the Personal Assistant & Digital Content Recorder position. I am highly organized, proactive, and reliable, with hands-on experience in administrative support and digital content recording.

I am confident in recording short-form video content for Instagram and TikTok, assisting with basic video editing, managing schedules, preparing documents, and supporting daily administrative and operational tasks. I am fluent in English and adaptable to new technologies and digital tools.

I am available for full-time work, including Monday to Saturday, and can start immediately. I would welcome the opportunity to contribute positively to your organization.

Kind regards,

**Victor Barasa Juma**

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