

Dear Hiring Team,

I am writing to apply for the Administrative Assistant position advertised by Bitfortune. I am interested in this role because it aligns well with my experience supporting daily operations, coordinating tasks, and maintaining clear communication in a remote work setting.

In my previous roles, I have assisted with routine administrative duties, meeting coordination, document preparation, and general organizational support. I am comfortable working independently, managing multiple tasks, and meeting deadlines without close supervision. I also place strong value on accuracy, discretion, and professionalism in all administrative work.

I am confident in my ability to support your team with daily tasks, scheduling and coordination, and the preparation of written materials as required. I adapt quickly to new systems and workflows and communicate clearly with team members across different time zones.

My CV provides further detail on my experience and skills. I would welcome the opportunity to contribute to Bitfortune's operations and support the team effectively.

Thank you for your time and consideration. I look forward to hearing from you.

Kind regards,

Emmanuel