

Content Writing Sample

Title: The Importance of Time Management in Remote Work

Working remotely requires discipline and structure. As a virtual assistant and writer,

I help clients stay organized by creating content that promotes focus and balance.

This includes writing blog posts, managing schedules, and assisting with daily communication.

Customer Support Sample

Client Message: "Hello, I have a problem with my order."

Response:

Hello! Thank you for contacting us. We're really sorry about the inconvenience.

Kindly provide your order number and we'll look into it right away. We appreciate your patience!

Email Writing Sample

Subject: Follow-up on Our Previous Conversation

Dear Client,

I hope you're doing well. I just wanted to check in on the task we discussed last week.

Let me know if there's anything else you'd like me to handle or assist you with.

Best regards,

Abiodun Olamilekan