



For the past nearly 4 years, I have worked as a virtual assistant for Bliss Sawyer. In recent months, I have decided to expand my Virtual Assistant business. To begin with, I'd like to explain a little about virtual assistants and the benefits it will bring to you.

What is a Virtual Assistant?

A Virtual Assistant is someone who will accomplish a task from you working from their home.

Why hire me as your Virtual Assistant?

As a Virtual Assistant for you, I will contract with you for various tasks that you need to be completed. I will accomplish the task as quickly and efficiently as possible. I will do all work in my own home and you will only pay for time that I work on your project. I can complete just about any task for you. I have experience with Microsoft Office programs for more than 10 years. I type approximately 70 words per minute. I can work with a time crunch. I can transfer your contacts into a database. I can take that same database and create an email campaign. I can plan out schedules; research and purchase travel plans, and create newsletters. I can transcribe hand written notes or audio recordings.

I have a whole array of skills that you can make use of. I am happy to help in whatever way I can and I look forward to working with you.

What are the benefits of hiring a virtual Assistant?

To start with, you only pay a Virtual Assistant for the time they work. You won't be paying me for lunch breaks or paid holidays. You also won't have to provide office space and a computer for me to work on. You don't have to provide me with any health, dental or vision benefits. You don't have to deal with taxes for me. You only pay me when you need me to work for you. You pay per task/project, not for a full time employee.

Please take the time to browse my website at [jaidiclayton.blogspot.com](http://jaidiclayton.blogspot.com) . You can also email me at [jaidiclayton@cox.net](mailto:jaidiclayton@cox.net).

I am a hard worker. I am an efficient worker and I will accomplish the tasks you need me to do. Thank you for taking the time to consider me as your newest virtual assistant!

*Jaidi Clayton*

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