



Secretary Position

Your Name

Your Address

Your City, State, Zip Code

Your Phone Number

Your Email

Contact Person

Company Name

Address

City, State, Zip Code

Dear Contact Person:

It was a pleasure hearing about your opening for Secretary at Lee Memorial Health System. I was excited to learn that you are seeking individuals with secretarial and customer service experience. Through my demonstrated practical experience in these areas, my abilities prove me to be a good fit for a Secretary position at *** Memorial Health System.

I have developed strong clerical, organizational and time management skills through my work with different companies. Particularly, I am highly skilled in providing administrative and secretarial support including welcoming and directing customers, answering and forwarding telephone calls, compiling and typing mail and letters, photo copying and distributing materials, correspondence processing and distribution, setting up and maintaining office filing systems as well as timekeeping. My enclosed resume will provide you with additional details regarding my expertise.

I am extremely interested in joining your team as a Secretary and would welcome the opportunity to discuss my qualifications and skills with you. Please contact me at [Email Address] or (999) 999-9999. If I do not hear from you by June 1, I will contact you later that week.

Thank you for your time and consideration.

Sincerely,