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# Example of Admin Secretary Cover Letter

3457 Josef Cove  
Carterhaven, WA 28380-7628

**Dear Campbell Sanford,**

I would like to submit my application for the admin secretary opening. Please accept this letter and the attached resume.

In my previous role, I was responsible for oversight to commercial support functions such as; contract administration, oilseed and product settlements, position verifications, and general office coverage (phones, bids, etc.).

Please consider my experience and qualifications for this position:

* Cooperative with team spirit
* Experience working in a medical field is preferred
* Experience working in a medical practice is preferred
* Extensive experience and competency with varied computer hardware and software, including word processing, spreadsheet, database, scheduling, communications and presentation applications
* Superior typing skills to prepare correspondence with speed and accuracy
* Skill in working independently
* Working in related field
* Student should be able to take initiative on work that needs to be done, ask for clarity or additional instruction when needed, and be able to work independently cooperatively with the team

**Thank you for your time and consideration.**

Sincerely,

Cameron Kris