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# Example of Admin Secretary Cover Letter

49667 Mirella Knolls  
Konopelskiville, AZ 51357-4354

**Dear Emery Volkman,**

I am excited to be applying for the position of admin secretary. Please accept this letter and the attached resume as my interest in this position.

Previously, I was responsible for back-up support (on phones and in office) for division President and two (2) Executive Vice Presidents as needed.

My experience is an excellent fit for the list of requirements in this job:

* Knowledge of Cancer Center procedures and staff
* Pass a Criminal Justice Information Services (CJIS) criminal history background check
* Be able to speak, read and write in Spanish fluently
* Have knowledge of general office procedures and basic filing practices
* Have skill in Microsoft Office Word, Excel and Access
* Be skilled in communicating effectively, verbally and in writing
* Have knowledge of general commercial motor vehicle laws and regulations
* Previous hospital or healthcare system experience

**Thank you in advance for reviewing my candidacy for this position.**

Sincerely,

Greer Bogan