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# Example of Administrative Secretary Cover Letter

71768 Lakita Tunnel  
Vickiburgh, DE 27162

**Dear Alexis Murray,**

Please consider me for the administrative secretary opportunity. I am including my resume that lists my qualifications and experience.

In the previous role, I was responsible for critical resources (i.e., phone lists, office supplies, forms, business cards, planners) and ensure accurate working order of office equipment.

Please consider my experience and qualifications for this position:

* Communicate effectively with others both verbally and in writing as indicated by the needs of the audience
* Strong Internet and Social Media Navigation
* Intermediate proficiency with Microsoft Word, Excel, Microsoft Publisher, Powerpoint and Outlook
* Knowledge of administrative and office principles and practices
* Knowledge and skilled in use of Microsoft Office suite
* Knowledge and skilled in use of correct grammar usage
* Professional demeanor and possess a helpful, customer-service oriented attitude
* Able to work well with others as part of a team

**I really appreciate you taking the time to review my application for the position of administrative secretary.**

Sincerely,

Casey Lesch