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# Example of Administrative Secretary Cover Letter

6388 Aura Light  
Ericfurt, NC 83740-6267

**Dear Landry Hahn,**

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

Previously, I was responsible for assistance to office manager with fellowship program duties: recruitment process of new applicants for the program and logging of required procedures.

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

* Knowledge of principles of correct grammar usage
* Knowledge of administrative principles, office procedures, and basic filing practices
* Skill in typing and using office equipment
* Skill in working with various computer programs such as Microsoft Word, Excel, Access, and Outlook
* Demonstrated abilities to take and transcribe dictation and operate personal computers including proficiency with word processing, spreadsheet, database management and desktop publishing programs
* Experience typing/word processing and using personal computer/software (e.g., Excel, Outlook, Word, PowerPoint)
* Demonstrated knowledge of office policies and procedures with particular emphasis on the operations or functions overseen by the executive to whom the administrative secretary reports
* Requires advanced knowledge with computers and Microsoft Office (Word, Excel, PowerPoint, Outlook)

**Thank you in advance for taking the time to read my cover letter and to review my resume.**

Sincerely,

Phoenix Kozey