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# Example of Administrative Secretary Cover Letter

9042 Casie Village  
Port Mel, NJ 48530-9580

**Dear Denver Hammes,**

I submit this application to express my sincere interest in the administrative secretary position.

In the previous role, I was responsible for business and administrative support as needed to Executives to include document writing and finalization, calendar maintenance, and report preparation.

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

* Requires strong meeting management experience (scheduling, agenda and material preparation, taking minutes)
* Requires strong interpersonal and communication skills
* Requires excellent organizational skills, sound judgment and very detail oriented
* Requires previous experience working with various levels of management/clinical teams
* Requires excellent problem solving skills
* Requires previous meeting management experience (scheduling, agenda and material preparation, minutes)
* Requires excellent knowledge with computers and Microsoft Office (Word, Excel, PowerPoint, Outlook)
* Requires previous experience working with various levels of management teams

**Thank you for considering me to become a member of your team.**

Sincerely,

Peyton Auer