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# Example of Administrative Secretary Cover Letter

8941 Kuphal Junctions
Edmundmouth, TX 86357-5345

**Dear Haven Emard,**

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

In my previous role, I was responsible for ongoing training and assistance regarding matters such as office policies and procedures, enrollment forms, office expectations, schedules, and working hours, helping to ensure that ICBI employees are knowledgeable of current practices and administrative processes.

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

* Proficiency in operating personal computer to access email, electronic calendars, and other basic office support software and applications including Microsoft Word, Outlook, Excel, and PowerPoint to assemble, manipulate, and/or format data and/or reports
* Skill in Microsoft Office Word, Excel and Access
* Knowledge of general commercial motor vehicle laws and regulations
* Requires a broad working knowledge of departmental and laboratory policies and practice
* Provides administrative and secretarial support to division senior management interacting on their behalf with laboratory management, sponsors, and scientific staff
* Works with minimum supervision, meeting deadlines with accuracy and completeness
* Considerable knowledge of DOE and ANL policy, procedures, and organization
* Good knowledge of Web development tools and techniques, including use of Microsoft FrontPage, creation and use of Web forms, and publication of dynamic web content

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

Sincerely,

Frankie Bashirian