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# Example of Assistant Secretary Cover Letter

26987 Casimira Land  
Simonfort, KY 72115-5265

**Dear Alexis Davis,**

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

In the previous role, I was responsible for leadership to their team and respective assigned sites in the areas of systems, processes and tools.

Please consider my experience and qualifications for this position:

* Proficiency with Microsoft Office (Word, Access, Excel, and PowerPoint)
* Communicates in a positive, professional manner with patients, families, doctors’ offices, and all other customers.\*
* Find pathologist/resident immediately for frozen section requests.\*
* Promptly provide pathology reports as requested by doctors’ offices, clinical information services, hospital staff, or other customers.\*
* Appropriately observe confidentiality guidelines in providing patient information per requests
* Runs reports for the histology/pathology departments for outstanding specimens and DSR\*
* Assists with reporting process by routing, correcting preliminary reports, and printing final signed out reports \*
* Audits laboratory requisitions for lab for correct registrations and billing information\*

**Thank you for taking your time to review my application.**

Sincerely,

Finley O'Conner