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# Example of Assistant Secretary Cover Letter

7525 Kozey Parkways  
Candidaport, NJ 34194-2426

**Dear Denver Schmitt,**

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

In the previous role, I was responsible for insights, support the development and implementation of tools and systems to elevate the overall customer experience.

Please consider my experience and qualifications for this position:

* Minute taking at Divsional board meetings
* Completion of expenses for submission to Finance and input onto Oracle
* Creation of requisitions and purchase Orders for invoice payment
* Extensive Secretarial experience within a commercial environment
* Be personable and presentable
* Be pro-active and able to work on own initiative
* Secondary (or higher) general education and / or secretarial school
* A highly disciplined, organized individual who knows the importance of structure, process and confidentiality

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

Sincerely,

Armani Jacobi