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# Example of Executive Secretary Cover Letter

522 Dominick Crescent
Simonborough, LA 53664-6304

**Dear Shae Rowe,**

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

In the previous role, I was responsible for administrative support for management of department budget, develops standard and ad-hoc reports; analyzes and summarizes data for management use.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

* Adeptly proofreading documents including correspondence, contracts
* Supervising office support staff
* Experience of working in a secretarial environment
* Flexible and professional approach, remaining calm under pressure
* Certified Administrative Professional (CAP) preferred
* Professional secretarial course completion is essential
* Action HR procedures and follow them up afterwards
* Excellent computer literacy, Word, Excel and PowerPoint

**Thank you for your time and consideration.**

Sincerely,

Spencer Runte