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# Example of Executive Secretary Cover Letter

39165 Kuhic Shoals
New Melaine, WA 01735-1106

**Dear Max Walsh,**

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

In my previous role, I was responsible for general office support to Vice President for Student Life and Executive Assistant to Vice President for Student Life.

Please consider my experience and qualifications for this position:

* Experience of working at director level in a fast paced customer centric business, experience within Product or Marketing is beneficial but not essential
* Advanced MS Office, especially Excel and PowerPoint, with a minimum of 60 wpm typing
* Experience of preparing presentations / reports / correspondence for board level
* Excellent organisational and administration skills and proficient in achieving deadlines
* A genuine team player with a flexible and supportive attitude
* A competent multi-tasker who remains calm under pressure
* Considerable knowledge of agency administrative and general office policies and procedures
* Fluent with Microsoft Office Suite and experience with a variety of software based systems

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

Sincerely,

Armani Ortiz