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# Example of Executive Secretary Cover Letter

2200 Metz Mountains  
Lake Alphonseville, NC 56315-0012

**Dear Shae Fisher,**

I would like to submit my application for the executive secretary opening. Please accept this letter and the attached resume.

Previously, I was responsible for administrative support to the President including calendar management, meeting planning, general office duties and greeting guests.

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:

* Experience supporting Executive or Sr
* Knowledge of computer and software packages (Word, PowerPoint, STARS, SHIPS, Outlook)
* Flexible, organized, reliable, professional and works well in a team environment
* Able to Multi-Task, adapt fast
* Diploma in Administration
* Outlook knowledge
* Extensive experience at Executive level
* Proficient in the use of MS Office (intermediate to advance proficiency on Outlook, and PowerPoint

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

Sincerely,

Morgan Koch