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# Example of Executive Secretary Cover Letter

56825 Marvin Ford
Hammesmouth, OK 78846-5486

**Dear Rory Jaskolski,**

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 Chairman 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 providing administrative support in an academic or professional office setting
* Quantitative skills as exhibited through construction of spreadsheets, tables, reports and other numeric reporting tools utilizing data contained in a spreadsheet or selected from a database using simple selections tools such as filters in generating outcome data
* Initiative to think ahead and anticipate tasks, issues, and questions
* A high level of administrative, organizational and secretarial skills and substantive knowledge of functional policies, practices and office coordination
* Independent judgment, poise and tact in screening calls, making appointments, establishing and organizing meetings and communicating confidential and technical information
* High level of written and verbal communication skills and the discretion to interact with internal and external executive management regarding confidential and sensitive matters in the executives area of responsibility
* Comprehensive knowledge of personal computers and software applications to gather and analyze data and prepare complex and detailed administrative reports
* Multi National Companies backgrounf

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

Sincerely,

Shiloh Armstrong