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# Example of Unit Secretary Cover Letter

7126 Sipes Stravenue  
Klingland, MO 78071-4243

**Dear Haven O'Conner,**

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

Previously, I was responsible for ongoing medical expertise and medical oversight of clinical trials, and serving as a lead medical monitor, partnering with external and internal stakeholders.

Please consider my qualifications and experience:

* Previous experience as a unit-based or medical office secretary, preferred
* Read, Write, Comprehend, and Speak fluent English
* Previous experience as a secretary in a hospital care setting is desirable
* The Unit Secretary will appropriately communicate with physicians, co-workers, volunteers, other hospital departments, and patient family members
* The Unit Secretary will increase knowledge and skills related to patient care by attending workshops, formal classes, seminars and in services
* Prefer at least 6 month experience as a unit secretary but will consider new graduates
* Satisfactory completion of basic CPR course (Heart Saver level)
* Continued Learning

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

Sincerely,

Campbell Stamm