

# **Assistant Secretary Cover Letter**

26987 Casimira LandSimonfort, KY 72115-5265

**Dear Alexis Davis,**

I am excited to be applying for the position of assistant secretary. Please accept this letter and the attached resume as my interest in this position.

In the previous role, I was responsible for leadership to their team and respective assigned sites in the areas of systems, processes and tools.

Please consider my experience and qualifications for this position:

- Proficiency with Microsoft Office (Word, Access, Excel, and PowerPoint)
- Communicates in a positive, professional manner with patients, families, doctors' offices, and all other customers.\*
- Find pathologist/resident immediately for frozen section requests.\*
- Promptly provide pathology reports as requested by doctors' offices, clinical information services, hospital staff, or other customers.\*
- Appropriately observe confidentiality guidelines in providing patient information per requests
- Runs reports for the histology/pathology departments for outstanding specimens and DSR\*
- Assists with reporting process by routing, correcting preliminary reports, and printing final signed out reports \*
- Audits laboratory requisitions for lab for correct registrations and billing information\*

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

Sincerely,

Finley O'Conner