

Department Secretary Cover Letter

474 Labadie RadialSouth Terrence, ID 23361

Dear Emerson Harvey,

In response to your job posting for department secretary, I am including this letter and my resume for your review.

Previously, I was responsible for assistance and support to all areas of the facilities management operation and provides support for the department by performing clerical and administrative duties including but not limited to: payroll data entry, recording, producing and distributing meeting minutes, reserving conference rooms, requisitioning purchase orders, receiving invoices, assigning work orders, completing paperwork and data entry associated with equipment inspections, data entry in a variety of other company portals, submitting work orders produced by accreditation rounds, completing incident reports.

Please consider my experience and qualifications for this position:

- Recent administrative assistant experience in a perioperative setting
- Knowledge of Centricity, PFS and ASR functions to assist with clean bill drops and work holds
- High school diploma and at least six months of clerical/front desk experience
- Experience with various computer software programs and medical terminology preferred
- Experience with physical therapy authorizations preferred
- Experience with EPIC Experience with Microsoft Office, specifically Excel spreadsheets preferred
- Familiarity with extracting information from a database
- Provides secretarial/clerical support for designated department(s) with minimal supervision

Thank you in advance for taking the time to read my cover letter and to review my resume.

Sincerely,

