

Department Secretary Cover Letter

38749 Rayna FordsVeumshire, IA 32297

Dear Campbell Thompson,

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

In the previous role, I was responsible for administrative/secretarial support to directors, Medical Directors, managers, educators, CNS, committee chairs, planners and coordinators as requested.

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:

- Prepares basic correspondence, memos, presentations, flyers, spreadsheets and other documents as requested
- Proficient in the use of computer applications to complete documents/work assignments
- Reviews and edits materials as requested Navigates the Sharp Intranet site
- Strong computer skills, including MS Office (Word, Excel, PowerPoint), T&E and records management
- An assertive, efficient and energetic go-getter
- College preparation courses preferred
- Computer knowledge of numerous systems
- Prefer knowledge of Medicare guidelines

I really appreciate you taking the time to review my application for the position of department secretary.

Sincerely,

Jordan Renner