

Department Secretary Cover Letter

181 Schulist Track Millershire, IL 91285-2459

Dear Greer Schmitt,

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 accurate and timely entry of a variety of enrollment and other data into various computer software programs.

Please consider my experience and qualifications for this position:

- Calm and professional manner when dealing with students, faculty, staff, and administrators
- Thorough command of the Dutch and English language (both oral and written)
- A thorough command of relevant technical skills (PC skills, use of MS Office products)
- Experience working in a diverse and international environment
- Proficient in Microsoft Office applications and computer systems
- Minimum 6 months' previous clerical experience
- Familiarity with Outlook and the Internet
- Educational preparation related to office or managerial organization preferred

Thank you for considering me to become a member of your team.

Sincerely,

Finley Purdy