

Department Secretary Cover Letter

14443 Zboncak HeightsNorth Rashad, PA 72309-0714

Dear Denver Swift,

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

In my previous role, I was responsible for a variety of duties in support of department activities: Maintains and updates computer programs as appropriate.

My experience is an excellent fit for the list of requirements in this job:

- Experience in administrative support of an academic department
- Dedication to teamwork and a willingness to assist all members of the team
- Good energy and likeable personality preferred
- Work requires computer skills to include Microsoft Word, Excel and Outlook
- Proficiency using WinXP Professional
- Proficiency using Internet Explorer and Netscape Communicator/Messenger
- Possess good reading, writing, and speaking skills
- Basic knowledge of department budgets and acquisition process

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

Sincerely,

River Boyle