

Department Secretary Cover Letter

162 Harbor Grove Port Augustview, SD 42258

Dear Ryan Corkery,

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 general support for hospital-sided programs and cross coverage for Medical Group providers as needed.

Please consider my experience and qualifications for this position:

- Excellent computer literacy, especially in MS Office skills (Word, Excel, PowerPoint)
- College education preferred, general studies
- Expertise with computer systems and word processing
- Proficient medical terminology
- Six months of secretarial experience
- Proficient in Office products (Word and Excel)
- Maintains effectiveness when experiencing major changes in work responsibilities or environment
- Competency on SAISD proficiency Clerical Assessment (to include a typing test of 50 words per minute) before continuing within the process towards possible employment

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

Sincerely,

Shae Kirlin