

# Office Secretary Cover Letter

63746 Waelchi DamCaseyside, VT 69153-3143

**Dear Peyton Krajcik,**

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

Previously, I was responsible for administrative support to faculty member. Administrative responsibilities include maintenance of faculty calendar, coordinating meetings within Department and the University; processing of financial forms, ordering supplies for office.

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

- Extensive knowledge, skills and experience at a senior level in Government protocols and procedures, including Cabinet and inter-government protocols and processes
- Fairfax County, VA 1 vacancy
- Experience with working with Boards of Directors, management committees and general corporate secretary functions
- Member, New York State Bar
- Ellsworth AFB, SD 1 vacancy
- Keesler AFB, MS Few vacancies
- Dyess AFB, TX Few vacancies
- Sheppard AFB, TX Few vacancies

**Thank you in advance for reviewing my candidacy for this position.**

Sincerely,

Dallas Ryan