

Office Secretary Cover Letter

3296 Reinger Route Melanibury, AZ 22473-2242

Dear Cameron Reichel,

I am excited to be applying for the position of office secretary. Please accept this letter and the attached resume as my interest in this position.

In the previous role, I was responsible for general office clerical support maintaining routine functions of the unit and Department of Corrections.

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:

- Ease with working cross-functionally
- Prefer to know some English
- Polytechnic diploma in related course
- Knowledge of grievance procedure and CDC
- Organization and communications
- Fort Meade, SD 1 vacancy
- Other (Typing certification)
- Gunter AFB, AL

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

Sincerely,

Lennox Medhurst