

# Office Secretary Cover Letter

46082 Schumm PlaceSouth Enola, IN 77935

**Dear Phoenix Nikolaus,**

In response to your job posting for office secretary, I am including this letter and my resume for your review.

Previously, I was responsible for lead direction to support staff in performance of office reception, communication of department information/policies/procedures, and general office duties.

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

- Improving processes for managing appointments and enhancing client experience
- Managing stakeholder relationships, including community stakeholders
- Exceptional attention to detail and sound commitment to accuracy
- Experience in client-facing service delivery
- Previous experience working within regulatory or licensing frameworks would be desirable
- Thorough knowledge of Government frameworks and sound knowledge of the legal environment, or capacity to quickly acquire it
- Understanding of charter schools
- Financial Services Industry experience in line with targeted client base

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

Sincerely,

Marion Quigley