

Office Secretary Cover Letter

3742 Loren MallSouth Ahmed, IN 46279

Dear Rowan McKenzie,

Please consider me for the office secretary opportunity. I am including my resume that lists my qualifications and experience.

In the previous role, I was responsible for a personal assistant function to the Head of department and a general administrative function to the wider department.

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

- Secretarial or computer coursework preferred
- Excellent typing and secretarial skills
- Business proficient English language skills (written and spoken)
- Excellent Microsoft Office, esp
- Intuitive understanding of industry dynamics and multiple business functions
- Advanced analytical and conceptual thinking
- Very high quality and expedient delivery of work, attention to detail
- Previous experience in the automotive and/ or consulting industry preferred

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

Sincerely,

Sam Lakin