

Office Secretary Cover Letter

23133 Andreas UnionHollytown, WV 52025

Dear Casey Goldner,

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.

Previously, I was responsible for the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

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:

- Data/IT acuity and facility with systems and software, with specific expertise using Microsoft Office products (Word, Excel), email, and calendar
- Effective interpersonal relationship and organizational skills
- Excellent verbal and written communication skills, including telephone etiquette and attention to detail
- Knowledge of the Banner system
- Proficient in Microsoft Office – particularly Word, Excel, Access and Outlook
- Proficient in preparing business letters, memos
- Proficient with email and Content Management System
- Working processes of an intergovernmental organization

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

Sincerely,

Gray Torp