

Secretary Receptionist Cover Letter

79920 Herlinda LocksWest Alejandroview, AR 70944-1135

Dear Peyton Howell,

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

Previously, I was responsible for an efficient and effective administrative support service, including the operation of all office systems (manual and computerized) in accordance with procedures, this includes:

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:

- General knowledge of basic computer skills preferred
- Knowledge of commonly-used concepts, practices, and procedures within office/facilities environment
- Type 50+ wpm proficiently and accurately preferred
- Previous experience working in an engineering, architectural, or construction office is preferred
- Experience in Medical Office Software preferred
- Administrative / planning experience in a complex (international) environment
- Pro-active with a professional approach
- Fluent writing and speaking skills in Dutch and English (additional languages are desirable)

Thank you in advance for taking the time to read my cover letter and to review my resume.

Sincerely,

Shiloh Beahan