

# Secretary Receptionist Cover Letter

1923 Stephen PortsSouth Detraton, NE 76951-9569

**Dear Alexis Lakin,**

I submit this application to express my sincere interest in the secretary receptionist position.

In my previous role, I was responsible for complex clerical and coordinating support to the Graduate Admissions Office in several areas including processing applications, preparing decision notifications, assisting faculty and staff, managing mail, preparing reports, assisting the public, inventory control, data base maintenance and using computers.

Please consider my qualifications and experience:

- Experience in medical insurance billing/coding preferred
- Receptionist and/or switchboard experience preferred
- Familiarity with use of spreadsheet and statistical graph/chart applications to fulfill report
- Intermediate to advanced level expertise with Microsoft Office applications
- Good communication skills (able to speak English is preferable)
- Accustomed with Ms
- Independent, able to perform Multitasking, detail oriented and delivering task on-time
- Experience as corporate secretary will be preferable

**Thank you for taking your time to review my application.**

Sincerely,

Peyton Conn