

Secretary Receptionist Cover Letter

18930 King Mission North Debbi, ND 25175-3988

Dear Onyx Fahey,

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

In my previous role, I was responsible for timely feedback, data and education to other care partners to ensure that Eldercare is being provided in accordance with current policies, procedures, rules, regulations and guidelines.

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:

- Independent and multi tasking
- Able to speak and write on English
- Understand pivot table of Ms
- Having knowledge regarding invoice and tax
- Strong Organizational, Verbal, and Interpersonal Skills
- Detailed oriented toward making deposit and keying delivered product on the computer
- Able to multi-task and represent one self in a professional manner
- General office skills such as operating a printer and fax

Thank you for your time and consideration.

Sincerely,

Marion Legros