

Secretary Receptionist Cover Letter

35632 Schultz LightsEricview, SC 44489

Dear Rory Conn,

I am excited to be applying for the position of secretary receptionist. Please accept this letter and the attached resume as my interest in this position.

In the previous role, I was responsible for primary clerical and secretarial support to an Assistant Principal, relieving the administer of clerical details as appropriate; assure smooth and efficient office activities.

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

- May prepare and sign routine, nontechnical correspondence on behalf of the supervisors with notation
- Schedules tentative office staff appointments
- Makes arrangements for conferences and meetings and assembles relevant background materials, as directed
- May attend meetings and record and report on the proceedings
- Reviews outgoing materials and correspondence for internal consistency and conformance with supervisor's procedures
- Assure that proper clearances have been obtained for approval assignments
- Collect information from the files or staff for routine inquiries on office program(s) or periodic reports
- Refer non-routine requests to supervisor or staff

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

Sincerely,

Quinn Gutkowski