

# Secretary Senior Cover Letter

6597 Liza Viaduct Lake Riley, VA 24937

**Dear Cameron Quigley,**

In response to your job posting for secretary senior, I am including this letter and my resume for your review.

Previously, I was responsible for basic technical support for standard office equipment (e.g., copiers and printers).

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

- Able to be trusted with highly confidential material
- Flexible and willing to assist with a variety of other duties, as needed
- Willingness to back-up peers, team player
- Proficiency in using Salesforce
- Previous experience working in a Retail, Ad Agency, or Licensing environment
- Provide senior level secretarial support to the Care Management/ Social Service Department serving as the office manager, providing clerical and administrative support to all staff members and members of the Management team
- Provide customer service to patients, families, health care professionals, outside agencies and members of the external community as a representative of NorthShore University HealthSystem and the Care Management/ Social Service Department
- Schedule physician/ department meetings, appointments for department managers

**Thank you for considering me to become a member of your team.**

Sincerely,

Blake Langworth