

Secretary Cover Letter

6562 Turner LockBlickport, RI 06688-3027

Dear Riley Welch,

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

In my previous role, I was responsible for support to the Corporate Services Manager, Asia Pacific by assisting with management of third party suppliers and vendors, including office maintenance vendors and equipment suppliers, the external cleaning company etc.

Please consider my qualifications and experience:

- Communicates with insurance companies and physicians regarding authorizations and referrals
- Oversees department functions aiding smooth daily operations
- Interfaces with Department Coordinator, Directors
- To provide a full spectrum of secretarial support
- To manage calendar, telephone calls, correspondence and business contacts
- To manage travel plans and work closely with corporate travel agencies for flight booking and accommodation arrangement
- To coordinate business meetings with internal / external parties within / across regions
- Handle highly sensitive, confidential and non-routine information

Thank you for taking your time to review my application.

Sincerely,

Justice Moore