

Secretary Cover Letter

17742 Ullrich Mission North Suellenchester, SD 82542-2553

Dear Emery Macejkovic,

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

In my previous role, I was responsible for clerical assistance to the clinical and research efforts of the faculty- composes and types correspondence, manages and updates calendars and contacts, performs library and computer searches, types scientific papers and course material, updates curriculum vitae (eCV), and provides general support with publication/manuscript efforts including proofreading. Interacts with faculty, physicians and staff of the Medical Center. Stays up-to-date with medical center and hospital policies and procedures.

Please consider my experience and qualifications for this position:

- To handle expenses reimbursement
- University graduate will be advantageous
- Strong team spirit while being able to work independently
- Strong ownership, detail-oriented and well-organized
- Proficient written and spoken English, Cantonese and Mandarin
- Experience working with HR function preferred
- Strong in Microsoft Office programs (especially Outlook & Word)
- Proven track record in serving senior management and have worked in large international organizations

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

Sincerely,

Sam Fahey