

Secretary Cover Letter

22197 Funk ForgesNew Westonside, CT 19162

Dear Dakota Bahringer,

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 support with activities and outreach for the conduct program to ensure optimum efficiency and compliance with appropriate policies, procedures and specifications.

Please consider my qualifications and experience:

- Previous experience in IT project coordination is preferred
- Proficiency in Microsoft Office (MS Excel and MS PowerPoint, in particular)
- University graduate or completed formal secretarial training preferred
- Able to work efficiently and independently
- Secretarial experience in a hospital setting
- CaneLink, Ariba, and Workday knowledge preferred
- Comprehensive knowledge of Microsoft Windows, Word, Excel, PowerPoint, and Outlook Calendar
- Using university AIS system

Thank you in advance for taking the time to read my cover letter and to review my resume.

Sincerely,

Spencer Stoltenberg