

# Secretary Cover Letter

3166 Shields Trafficway Millerhaven, MI 46976-5372

**Dear Dallas Zboncak,**

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.

Previously, I was responsible for administrative oversight to projects managed by the director and associate director by managing due dates and important milestones with associated reminders, ensuring completion dates are met.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

- Proficiency in MS Office and PowerPoint applications
- Presentable, well-groomed with a positive can-do attitude
- Display initiative and is proactive in handling tasks
- Confident, results-oriented, fast paced and able to multitask and priorities duties
- Able to work independently, work extended hours and is self-motivated
- Excellent in Ms
- Proper grammar, spelling, and punctuation in order to edit reports and correspondence
- May require long periods of sitting, typing and viewing computer screen

**Thank you for your time and consideration.**

Sincerely,

Cameron VonRueden