

Secretary Cover Letter

850 Curtis Divide Farahberg, MO 13908

Dear Quinn Weimann,

Please consider me for the secretary opportunity. I am including my resume that lists my qualifications and experience.

Previously, I was responsible for insurance information on Health Care Proxy's, Advanced Beneficiary Notice, HIPPA and obtains necessary patient consents.

Please consider my qualifications and experience:

- Maintain consistent and punctual attendance
- Willingness to be an integral member of a successful team
- Dedication to provide the highest level of service
- Training coordinator experience using On-Track, QCT, and My Learning
- Familiar with badging access requirements for various defense agency locations
- Available to work on Mondays and Saturdays
- Flexible and willing to learn new job responsibilities
- Proficient in MS Office Suite, including Excel, Word, Outlook, and web research

Thank you in advance for reviewing my candidacy for this position.

Sincerely,

Phoenix Marvin