

Secretary Cover Letter

672 Philomena Wall Lake Kennethstad, PA 03760-2905

Dear Briar Dooley,

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

In my previous role, I was responsible for all required clinical and administrative support as assigned related to patient care, medications, lab work, daily schedules, and medical documentation for staff psychiatrist and APRN.

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:

- Using Email program Outlook
- Spreadsheet software, such as MS Excel, to create, modify, print, and format spreadsheets, find and replace data, and work with basic formulas and functions
- Word processing software, such as MS Word, to create, format, edit, preview, print, save documents, and merging documents
- Applicants should be tenacious, effective communicators and be able to work to conflicting deadlines, whilst still achieving desirable results
- Active CNA licensure
- Proficiency in MS Office applications including Excel and PPT
- Work well as a member of an administrative team
- Knowledge and familiarity with Excel or other spreadsheet programs

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

Sincerely,

Avery Denesik