

Senior Secretary Cover Letter

839 Lemuel Viaduct
Port Lennyville, MS 26857

Dear Skyler Lockman,

I am excited to be applying for the position of senior secretary. Please accept this letter and the attached resume as my interest in this position.

In my previous role, I was responsible for input to client for inclusion in the integrated annual report (including the following sections – directors' report; corporate governance; audit committee report; AGM Notice and Proxy).

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:

- Provide full administrative support to SCM managers and staffs
- Prepare and updates documents, professional correspondence, monthly reports, Organization chart, Contractors information, Email group address list, Emergency Contact list
- Review and check documents to ensure accuracy and compliance with rules and regulations prior to requesting manager's approval
- Maintain SCM Home Page, filing and retrieval system for both electronic/hard copies to ensure readily accessible and up-to-date information
- Control department's stationery and office supplies
- Assist in ad-hoc work request and special project assigned by SCM Manager
- Good MS office skills and familiar with internet and computer applications
- Demonstrates outstanding judgment with attention to detail and follow up

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

Sincerely,

Spencer Beer