

# Senior Secretary Cover Letter

48242 Alayna Brooks North Harlanbury, IA 69016

**Dear Frankie Effertz,**

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

In the previous role, I was responsible for electronic file maintenance for Human Resources by sorting documents, scanning and filing in appropriate electronic Personnel File.

Please consider my qualifications and experience:

- Detail oriented, well organised, and able to meet tight deadlines
- Extensive work experience in an office environment at the executive level
- Demonstrated skill in handling fast paced and often competing pressures, prioritizing workload
- Expert proficiency in MS Office
- Diploma or above with formal secretarial training, University graduate will be advantageous
- Experience in supporting expatriate, especially good at international travel arrangement
- Good time management and able to manage multi-tasks
- Willing to do extra tasks

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

Sincerely,

Emery Sporer