

Senior Secretary Cover Letter

2762 Stanford TurnpikeEzequielside, NJ 68258

Dear Oakley Muller,

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 compensation analytical support - ensure data integrity, set up and conduct analyses, and present results in various formats.

Please consider my experience and qualifications for this position:

- Assist with the coordination and distribution of all incoming and outgoing mail
- Determine appropriate action when dealing with customers/students, both in terms of excellent customer service and complexity of issue
- Serve as backup and assist office staff with coordination of all aspects of processing graduate applications
- Coordinate events, resolve office issues, handle equipment and manage material
- JSE listing requirements (essential)
- Company secretarial software packages (Prosoft)
- Well versed in MS Word, Excel and Power Point
- Diploma or above in Secretarial Studies

Thank you for your time and consideration.

Sincerely,

Haven Dickinson