

Senior Secretary Cover Letter

415 Kiehn PortNew Carlton, AK 77387-7636

Dear Max Windler,

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

In my previous role, I was responsible for administrative support to the Marketing and Sales teams, including travel plans, meeting coordination, calendar maintenance, report generation and analysis.

Please consider my qualifications and experience:

- Manage, archive and disseminate Faculty Executive Committee and Faculty Assembly documents
- Distribute faculty notifications/announcements
- Assist with faculty regalia
- Complete various other activities in the Academic Affairs Office
- Proficiency in MS Office - Excel, PowerPoint, and Outlook
- Work experience in Higher Education or Government settings
- Strong Microsoft Office software knowledge (Outlook, Word, Excel and PowerPoint)
- Willingness to utilize resources to problem solve

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

Sincerely,

Avery Schamberger