

Senior Secretary Cover Letter

3395 Shelby Road
Sheridanfurt, ME 44520

Dear Shae Keeling,

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 personnel and operating budget information to Grants Accounting Office and provides directors with budget information and analysis to aid in decision making.

Please consider my experience and qualifications for this position:

- Coordinate and maintain the Continuing Education Program for department and ensure compliance with Illinois Department of Professional Regulations standards
- Strong computer skills, proficiency in Word and Excel
- GCSE education, including Maths and English or equivalent
- Knowledge of area of business
- Visible attention to own development
- Clearly outline the objective of the meeting as per the manager's request
- Confirm all appointments well in advance
- Set reminders for meetings in advance

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

Sincerely,

Tatum Cassin