

# Senior Secretary Cover Letter

359 Hong Wells Goyetteside, LA 14689

**Dear Parker Balistreri,**

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.

Previously, I was responsible for file room maintenance for Human Resources by sorting documents, filing in appropriate Personnel File.

My experience is an excellent fit for the list of requirements in this job:

- Experience with various computer software program such as MS Office and Outlook
- Working knowledge of general office and clerical practices and procedures
- Previous administrative experience coordinating and leading office operations in a fast paced environment is preferred
- Excellent spoken and written communication in English and Mandarin
- Skills to deal with public in a prompt, professional and courteous manner
- Knowledge in Banner, RMS/Mercury, OrgSync
- Proficiency in Microsoft Office suite of products and eagerness to develop expertise in these programs
- Professional maturity and previous experience in a corporate environment

**Thank you for taking your time to review my application.**

Sincerely,

Charlie Luetgen