Unit Secretary Cover Letter

936 Ahmed StreamNorth Petebury, LA 70366

Dear Brooklyn Johnson,

I submit this application to express my sincere interest in the unit secretary position.

Previously, I was responsible for care to young, middle and older adults with psychiatric and medical diagnoses on the 25-bed locked inpatient unit.

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

- Receives incoming calls and visitors at the facility, making sure that they are greeted in a professional manner, and that their first impression of the facility is positive
- Takes legible, accurate and complete messages in own handwriting or on a computer for staff to ensure that return calls can be made
- Maintains calendars and schedules appointments as needed
- Handles matters of a routine nature, such as composing replies to correspondence, following up on pending issues and preparing summary information for supervisor's review
- Organizes workflow so that the unit operates efficiently
- Organizes and maintains files, correspondence, records and confidential information
- Maintains accurate and thorough records and submits them to the administrative office to comply with organization, contract, and other legal compliance issues
- May carry out special projects and assignments as requested

Thank you in advance for reviewing my candidacy for this position.

Sincerely,

Oakley Mosciski