**Secretary Cover Letter**

*Your Name*

*Your Address*

*Your Contact details (phone and email)*

*Date*

*Mrs Mary Stevens*

*Human Resources Manager*

*ABC Company*

*15 South Parkway*

*Long Island, NY 11551*

*Dear Mrs Stevens*

*It is with both interest and enthusiasm that I respond to your advertisement for a Secretary. I believe that my experience and skills combine to create an excellent match for the position and I would appreciate careful consideration of my credentials as listed below.*

* *In-depth experience and knowledge of a variety of software applications including spreadsheets, word processing, presentations and database management.*
* *Proven communication and information management skills involving the preparation of correspondence and other documents.*
* *Responsible for organizing meetings, appointments and internal events.*
* *Successful completion of numerous projects involving research and the preparation of reports for management.*
* *Multifaceted liaison with senior management and clients.*
* *A solid reputation as an independent worker who uses her initiative and organizational skills to get the job done.*

*I look forward to hearing from you to further discuss this exciting opportunity. I am available for an interview at your earliest convenience, please contact me via phone or email to arrange a suitable time.*

*Thank you for your consideration.*

*Sincerely*

*Jill Jobseeker*

[*https://www.best-job-interview.com/secretary-cover-letter.html*](https://www.best-job-interview.com/secretary-cover-letter.html)

**Secretary Cover Letter (simplified)**

*Your Name*

*Your Address*

*Your Contact details (phone and email)*

*Date*

*Mrs Mary Stevens*

*Human Resources Manager*

*ABC Company*

*15 South Parkway*

*Long Island, NY 11551*

*Dear Mrs Stevens*

*It is with both interest and enthusiasm that I respond to your advertisement for a Secretary. I believe that I’m suitable for the position and I would appreciate your careful consideration of my skills as listed below.*

* *Great experience and knowledge of software applications including spreadsheets, word processing, presentations and database management.*
* *Excellent communication and information management skills involving the preparation of correspondence and other documents.*
* *Responsible for organizing meetings, appointments and internal events.*
* *Experience in numerous projects involving research and the preparation of reports for management.*
* *Good communication with administration and clients.*
* *Initiative and organizational skills to get the job done.*

*I look forward to hearing from you to further discuss this exciting opportunity. I am available for an interview at your earliest convenience, please contact me via phone or email to arrange a suitable time.*

*Thank you for your consideration.*

*Sincerely*

*Jill Jobseeker*

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