

WORD PROCESSING LETTER

TYPE YOUR NAME

TYPE YOUR ADDRESS/PHONE NUMBER/E-MAIL ADDRESS

Type Current Date

Type Instructor's (Employer) Name

Type Agency Address

Type City, State, Zip Code

RE: Administrative Secretary Position

Dear Mr. /Ms. *Instructor's Last Name*:

Please accept this cover letter and attached Résumé in application for the position of Administrative Secretary as posted in the News Chronicle on Sunday, *type date*.

I have served as an Executive Secretary for senior executives for twenty years. Although I don't have the Associate Degree you request, you'll find that my administrative experience and office management skills are superior.

I am proficient in word processing, spreadsheets, and databases. I am also skilled in **dictaphone transcription**, as well as in the use of multi-line telephone systems. I am able to efficiently manage and prioritize several projects and tasks by daily review and organization.

I would appreciate meeting with you to discuss how my abilities and qualifications will benefit your company. Please contact me during the day at (555) 555-1234, evening at (555) 555-5678, or at my e-mail address: (*type your e-mail address*).

Thank you for your time and consideration to interview me for this position.

Sincerely,

Type your name

Enclosure: Résumé

BT 29

Revision 8.1

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