

SUSAN LINTONSMITH

SECRETARY

HUMAN RESOURCE MANAGER

MR. KEN MEEKS

SEPTEMBER 16, 2019

Dear Mr. Ken,

If our meeting confirms my understanding of your open position for Secretary, I am confident that with my skills in customer and personal service, I can make an immediate and valuable contribution to Shade Tree Holdings.

I'm an efficient Administrative team member with a strong history of providing top-notch clerical support and operational assistance to support staff needs. I'm a diplomatic communicator and self-motivated worker with the decisive nature necessary to manage independent work. I have over 10 years of experience in coordinating documents, supplies and a strong background in professional business writing, bookkeeping and schedule management.

I'm an honor graduate of Clatskanie High school and Portland State University. As a student, I graduated top 15 percent of the senior class with honors recognition and an academic GPA of 3.85.

Working in my current office, I am limited in positional advancements and would love the opportunity to work in a place where I could excel. I believe I am qualified for many positions but mainly focused on office/ secretary work due to my professional office experience as well as my social skills that I have developed while working with clients throughout the years.

My responsibilities include all secretarial/clerical functions related to the office: transcribing and typing correspondence, greeting visitors, filing documents.

The achievements in my current job are:

- Provided a professional, friendly, and welcoming the first impression on the phone and in-person to members, visitors, and vendors while working on other tasks.
- Created and implemented electronic files, digital forms, charts, event planning and tracking documentation, facilities management documentation, calendars, and communications.
- Provided administrative support for staff and organization team leaders.
- Managed directories, balloting, and administration for an online portal for members.
- Vetted, selected, and managed vendor relationships with over 20 providers.

In my spare time I do painting. I am a strong believer in the Domino Effect. I do my absolute best in creating a positive and respectable environment.

I see new tasks as a welcome challenge, which I look forward to. Thank you for your time.

Sincerely,

KIND REGARDS,

SUSAN LINTONSMITH

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