

Claudine Mayor, Executive Secretary
8778 Mountain St., Winnipeg, Manitoba H2S 5K8 Canada
Tel.: 450-787-8788 – E-mail: claudine.mayor@email.ca

Cover letter model – Executive secretary

Teresa Demativer
Director of Human Resources
Company XXX
9898 Lakebreeze Ave.
Winnipeg, MB T8T 9T9

Dear Ms. Demativier:

I am pleased to apply for the job of executive secretary, which I saw posted on the adminjobs.ca job board.

My experience in secretarial science, along with my management and accounting skills, make me a perfect fit for the requirements of the job. I would greatly love to apply them to the challenges facing your company. I am a versatile self-starter, and am particularly attracted to the dynamic nature of your company.

In my various jobs, I have demonstrated very good interpersonal skills and unparalleled teamwork. I am perfectly proficient in the use of office systems, accounting and Internet software, allowing me to perform current administrative tasks easily. In my former job, I learned how to handle delicate files, and I now have the experience required to manage complex, confidential files.

I am available to come in for an interview to allow you to get to know me better.

Thank you for considering my application. I hope to hear from you in the affirmative soon.

Yours truly,

Claudine Mayor