

## Executive Secretary Cover Letter Sample

Georgina Peterson  
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April 11, 2012

Julian Richardson  
Recruiting Officer  
Human Resource Department  
Red Rock Group Co

Dear Mr. Richardson,

This letter is written regarding the advertisement on April 9, 2012 about the job vacancy as an executive secretary in your office. I have five years working experience as an executive secretary in Glimmer South Inc and eight years of serving as a secretary in East Odessa Co to offer. I believe the level of experience that I have will make me a perfect candidate for the position as the executive secretary.

I have in-depth knowledge and skill in computer program, mainly in Word, PowerPoint, Excel, Access, and Outlook. My skills in verbal and written language will also serve as a great acquisition in doing a job as an executive secretary. I have excellent planning strategy, management skill, and leadership skill to help me doing my job to the best quality.

Herewith I enclose my resume and three references as further prove of my capabilities of doing the job. Please call me at 523 – 133 6619 or email jorjapeterson@email.com to discuss farther about this opportunity, I would love to meet you in person to explain more about my competency as well.

Sincerely,  
(Signature)  
Georgina Peterson