

School Secretary Cover Letter

Gold Elementary & High School
35 Old Street, Los Angeles (California)
California 234762, United States

Dear Sir/Ma'am

I'm writing this cover letter as an additional piece of document to my resume for the post of administrative secretary at your school. I'm a professionally qualified person for the post of secretary and have working experience of over 10 years. Over some time, I have won several yearly awards for my administrative work from the previous school. I resigned from my earlier school due to the stagnant work culture with no significant growth.

I'm the kind of person who always thinks progressively with perspective and the same is shown in my administrative skills. I find myself as the perfect candidate to fill in the vacancy of administrative secretary at the Gold school. You can find all my working experience and achievements in the enclosure of this cover letter. I'm hopefully looking forward to hearing from you consider me for the interviewing opportunity.

Thanks & regards
Adah Washington