

Secretary Cover Letter

New Era Technology Private Limited

32 South Avenue

New York City, 239802

New York, United States

Dear Sir/Ma'am

I'm thrilled to have come across the latest opening of the company secretary post at the New Era Technology. As an aspiring professional, I have always sought the opportunities to look forward to this emerging giant in the domain of technology. Taking a step closer towards the same I'm applying for the post of secretary in the company that I have adored the most. I'm a professionally qualified company secretary and come with significant working experience in the domain for over 4 years now. I have recently resigned from my previous company to advance my career to the next level.

Further, I believe this is the perfect place from where I can get going since I see myself as the balanced candidate that can fit the position of secretary in the company. I have enclosed my working experience and all the achievements that state my skills and competence as the company secretary. I'm looking forward to having the interview call from the company to prove my worth for the post of company secretary.

Thanks & regards

Taran Holmes