



Kelsie Reed

Secretary
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Omaha, NE 68101
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(123) 456-7890

May 22, 2021

Aaron Marshall

Hiring Manager
Pro Consulting
(987) 654-3210
amarshall@proconsulting.org

Dear Mr. Marshall,

Given my extensive history as a secretary for companies in various industries and my desire to support my colleagues and clients, I feel that I am an extremely qualified candidate for the secretary position at Pro Consulting.

In my 10 years of secretarial experience, I have had the opportunity to gain new skills and learn the best practices for managing a busy office setting. In my current position as a secretary for Uptown Staffing, I have developed and implemented several initiatives in the workplace to optimize daily business operations. Some of my most notable achievements include:

- Organizing a company food drive that collected over 1,000 items
- Sourcing office supplies made from recyclable materials resulting in a 15% decrease in expenses
- Handling a high volume of calls, emails, and client requests on a daily basis

I am confident that I can exceed the expectations for this role and become a valuable member of the Pro Consulting team. I welcome the chance to explain my qualifications further in an interview.

Sincerely,

(Insert Signature Here)

Kelsie Reed

P.S. I have been the recipient of an Employee of the Month award!