**Barbara Wilson**

[Street Address], New York, NY 55900

Home: (555) 555-5555 email: [Email Address] Cell: (444) 444-4444

**Today’s date**

Ms. Jennifer Taylor, Marketing Director

ABC Company

Address, City, State, zip

**Re: Applying for a Secretarial Position**

Dear Ms. Taylor,

My good friend, Betty Jacobs, informed me that your office is in need of an experienced secretary.

As you’ll see from my attached resume, I possess more than ten years of experience in working for a variety of offices, and was promoted to supervise and train the other secretaries in the office.   
My job included - Developing the procedures for dealing with incoming mail and with filing documents, and maintaining all event calendars.

I am familiar with standard office machinery, I learn updated office technologies and methodologies quickly, and I have a typing speed of 115 words per minute.

In addition to typing documents, reports, correspondence, and invoices, I answer telephone calls and transfer them to the appropriate department.

I locate, prepare, and organize the needed materials and paperwork for conferences, meetings, and expense reports, and remind employees to turn in all required documentation in a timely fashion. Taking notes at all meetings, typing them up, making copies, and distributing them to participants of those meetings were also my responsibility.

I have the organizational abilities, accuracy, and time management skills to fill this position, and I speak and write a fluent English and Spanish.

Please let me know when I can expect an interview to discuss my candidacy further.

Sincerely,

**Barbara Wilson**

**Attachment: Resume**