

Church Secretary Cover Letter (Sample)

December 7, 2013

Mr. John Doe
Administrator
Southern Baptist Church
112 Belmont Road
Tulsa, OK 74104

Dear Mr. Doe:

Mr. Joe Smith who is a fellow member of Southern Baptist Church told me that there is a vacant post of a Church Secretary for which I would like to offer my services. I'm also a member of the Southern Baptist Church and reside on Belmont Road myself.

I was working as a Church Secretary until about six months ago when I moved to Tulsa from Okmulgee and have since been looking for a position in this capacity. My duties at my previous post consisted of general office management, maintaining ministry office area, assisting with the Pastor and church calendars along with preparing, proofreading, printing and disbursing weekly bulletins. I'm responsible, engaging, motivated and a self-directed individual and feel that I may be the candidate that you are looking for to fill this post.

As an organized, detail oriented and energetic individual I would like to submit my resume as the first step in securing this position. I will discuss the opportunity with you when I see you personally at Sunday's church service and will be available to talk at (918) 555-5555 if you wish to speak to me earlier than that. Thank you for taking time out of your busy schedule and looking through this letter.

Sincerely,

(Signature)
Jane Sample

Enc. Resume