

Dawn Zurick Beilfuss

15810 IL Rt. 173 #2F, Harvard, IL 60033

DZ4100@gmail.com | 847.287.1148

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Human Resources Department
Department of Human Services
350 S State St, Elgin, IL 60123-5202

RE: Application for EXECUTIVE SECRETARY II (UPWARD MOBILITY) (Job ID: 43240)

Human Resources Director,

I am writing to express my interest in the EXECUTIVE SECRETARY II (UPWARD MOBILITY) position with Department of Human Services. With over 15 years of professional experience in administrative leadership, real estate operations, and healthcare management, I offer a versatile skill set that aligns well with the requirements of this position.

My professional background includes extensive experience in management, communication, government, state, which directly relates to the qualifications specified in the job posting. Having worked in both regulated industries and administrative roles, I understand the importance of compliance, attention to detail, and maintaining confidentiality—qualities essential for success in government service.

My experience aligns well with your requirements in the following ways:

- Managed administrative functions including correspondence, document preparation, and maintaining filing systems while ensuring accuracy and confidentiality
- Handled confidential and sensitive information with discretion, ensuring privacy and security in all communications and document management
- Coordinated complex schedules, meetings, and appointments for multiple executives, ensuring efficient time management and minimizing conflicts
- Led operations for multiple locations, developing expertise in scheduling, personnel management, and ensuring efficient daily operations
- Recruited, trained, and developed high-performing teams, implementing effective performance management strategies and fostering a collaborative work environment
- Ensured compliance with regulations and organizational policies, maintaining detailed records and documentation
- Maintained thorough knowledge of organizational policies and procedures, ensuring consistent application and identifying opportunities for improvement

I am particularly drawn to this position with Department of Human Services because of the opportunity to apply my skills in service to the public. I value the stability, professionalism, and positive impact that comes with a career in state government. The leadership aspects of this role particularly appeal to me, as I have consistently demonstrated the ability to guide teams effectively while ensuring operational excellence. I am confident that my skills in communication, leadership, adaptability would enable me to make meaningful contributions to your organization.

Thank you for your consideration. I am excited about the opportunity to bring my skills and experience to Department of Human Services in service to the residents of Illinois. I look forward to discussing how I can contribute to your team.

Sincerely,

Dawn Zurick Beilfuss