

Secretary

Endless phone calls,
You will take.



Endless deadlines,
You will make.

Answering questions,
All day long.

Making sure,
Nothing goes wrong.

Your organization,
Is beyond compare.

Knowing exactly,
What to find and where.

Your smile reaches
far and near.

And tells all -
They are welcome here.

Thank you Secretary,
For all you do.

We would be lost,
Without you!

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Poems For School Secretary

Yi-Tong Ma



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