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# Example of Front Desk Receptionist Cover Letter

292 Hattie Motorway
Lake Leslieside, FL 20731

**Dear Indigo Barton,**

I submit this application to express my sincere interest in the front desk receptionist position.

In my previous role, I was responsible for support for office facilities coordination activities, including the management of office stock and stationery.

My experience is an excellent fit for the list of requirements in this job:

* Willingness to help & assist others as needed
* Able to handle confidential information with integrity
* Self-motivated, guest-oriented, works well under pressure
* Professional, friendly manner and appearance
* Positive attitude, adding value to the team
* Flexible and willing to assist other departments on projects
* Proficiency with Microsoft Office Programs (Outlook, Word, ..)
* Proficient at Microsoft office including Word and Excel

**Thank you for considering me to become a member of your team.**

Sincerely,

Dallas Corwin