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# Example of Front Desk Receptionist Cover Letter

9713 Nicki Island  
Oberbrunnerton, MO 54260

**Dear Onyx Harber,**

Please consider me for the front desk receptionist opportunity. I am including my resume that lists my qualifications and experience.

In my previous role, I was responsible for reliable Front Desk Receptionist coverage and other office-related duties.

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

* Learn new tasks and help out in different departments
* Intelligent and have an understanding of Fragomen's inner workings and mission
* Be curious, intelligent and have good common sense
* Experience in Excel, Word, and Outlook preferred
* Clerical or Receptionist experience preferred
* Available 2.5 full days during the summer, and 4.5 hour afternoons/ Monday-Friday in the Fall
* Proficient with Microsoft Office Suite (especially Excel and Word)
* Have a natural willingness to be helpful and service oriented

**Thank you in advance for taking the time to read my cover letter and to review my resume.**

Sincerely,

River Cormier