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# Example of Front Office Agent Cover Letter

1008 Huel Hills  
Sawaynton, KS 28323-7529

**Dear Rowan Mann,**

I submit this application to express my sincere interest in the front office agent position.

In my previous role, I was responsible for analytical support including development of basic financial projections and cost benefit analysis of marketing programs and analysis of segmentation market research.

Please consider my qualifications and experience:

* Flexibility with work days and hours
* Always treat guests with courtesy and respect in a variety of situations
* To be mindful of the importance of personal hygiene and grooming
* Adhere to hotel Health and Safety guidelines
* Check-in and check-out hotel guests in a confident, professional, and friendly manner
* Initiate call back after check-in to ensure guest is satisfied with accommodations offer any assistance
* Call back and follow up with guest on any requests that come through the front desk to ensure that they are satisfied
* Provide gracious and efficient telephone service as it relates to general PBX services

**Thank you for taking your time to review my application.**

Sincerely,

Jordan Cronin