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# Example of Front Office Agent Cover Letter

43309 Emmerich Street  
Quincychester, LA 25821

**Dear Tyler Adams,**

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

In my previous role, I was responsible for basic helpdesk and trouble-shooting support on: video-conferencing software, single sign-on support, Office 365, basic Mac functions, and conference room technology (TV, ClickShare screen share, webcam).

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

* Preferably has relevant experience in the hospitality industry
* Preferably comes from a hotel management-related education background
* Immaculate presentation & articulate communication
* Understands and capitalizes on the seasonal nature of the surrounding area
* Retail, sales, or relative background will be a strong asset
* Enrollment or completion of a post secondary school education in hospitality or tourism
* Past work experience in a customer service environment
* Current work authorization for Canada

**Thank you in advance for reviewing my candidacy for this position.**

Sincerely,

Lennon Wolff