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# Example of Front Office Agent Cover Letter

65393 Shanice Land
East Albertochester, LA 06257-3830

**Dear Tatum Hessel,**

I am excited to be applying for the position of front office agent. Please accept this letter and the attached resume as my interest in this position.

Previously, I was responsible for planning recommendations regarding the needs for expansion, reduction and development of leisure programs and facilities.

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

* Opera knowledge preferred
* A passion for delivery exceptional customer service!
* Previous experience in a Four or Five-Diamond quality hotel is preferred
* Ensure that both the Duty Manager and Reception Supervisors are kept fully aware of any relevant feedback from guests and, or, other departments
* Experience with hotel reservations software – advantageous
* Proficient in MS Office and Opera, essential
* Technical proficiency (strong skills in computer applications)
* Flexible schedule to include both weekend days, holidays, evenings and early mornings as needed

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

Sincerely,

Lennox Wolf