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# Example of Front Office Clerk Cover Letter

484 Kathline Route  
West Rogelio, NC 73800-0355

**Dear Dylan Zemlak,**

I would like to submit my application for the front office clerk opening. Please accept this letter and the attached resume.

In my previous role, I was responsible for a warm and inviting welcome to all guests upon arrival at Lake Powell Resort.

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

* Bilingualism (English/French) preferred
* Knowledge of bookkeeping and office functions
* Formal training from a vocational school in lieu of the above
* Previous medical office or hospital reception experience preferred
* PAP therapy and sleep experience, preferred
* Medical office and computer skills
* Background check conducted and cleared by ADESA is mandatory
* Answer phones and processes calls following office guidelines

**Thank you for your time and consideration.**

Sincerely,

Greer Schaden