Downloaded from <https://www.velvetjobs.com/cover-letters/front-office>

# Example of Front Office Cover Letter

22452 Maritza Springs
New Chiekostad, WY 49734

**Dear Emery Quigley,**

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

In the previous role, I was responsible for assistance with new hires (fill out I-9 form, meet with each candidate re: firm and office procedures, etc.).

Please consider my experience and qualifications for this position:

* Preferably knowledgeable in OPERA System
* Can handle work pressure well
* Hospitality Certificate
* Software Packages MS Word, Opera
* Experience with web technologies (HTTP, Web services, Javascript, HTML, XML)
* Knowledge of Market data systems including Reuters, Bloomberg
* Knowledge of the LNG and/or of the Gas & Power markets
* Knowledge of AGILE development methodology (SCRUM)

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

Sincerely,

Emerson Hansen