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# Example of Front Office Cover Letter

70273 Wally Rapid
Lake Aubreyhaven, NM 10489

**Dear Campbell Mayert,**

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

In the previous role, I was responsible for regular updates to the Home Office and Branch emergency procedures manuals.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

* Meets with employees to resolve complaints
* Monitor and report on problem accounts not settled while guest is in house
* To accept parcels, faxes, messages and any other delivery, both for guests and Hotel, as per procedure
* Front reception duties (greet visitors/respond to phone traffic/sort mail)
* Promptly staff in at the beginning of their shift
* Alert designated individual of any scheduling errors
* Offer information to patients of Medical Group services and protocols
* Confirm all appointments as directed, including call backs, properly scheduling patients for CPE, and scheduling bumped appointments or other visits that have been approved by the appropriate provider

**I really appreciate you taking the time to review my application for the position of front office.**

Sincerely,

Ari Quigley