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

# Example of Front Office Cover Letter

934 Heaney Way  
North Lane, VT 36284

**Dear Dylan Mayert,**

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

Previously, I was responsible for information to new employees including, but not limited to, time sheets, leave requests, supply requests, workspace requests, emergency procedures, etc.

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:

* Previous experience as a Front Desk Manager is an asset
* Works well under pressure in a fast-paced, changing environment
* Self-starter, able to make decisions and allow employees to be empowered
* Proficient in all Microsoft Office application
* Set calendar appointments as needed
* Preform basic clerical, bookkeeping, and filing duties
* Graduate with basic computer knowledge
* Motivated to do their work

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

Sincerely,

Gray Haag