

Administrator / Receptionist Cover Letter

1813 Yolando PortNew Newtonview, VT 58598

Dear Emerson Morar,

Please consider me for the administrator / receptionist opportunity. I am including my resume that lists my qualifications and experience.

In the previous role, I was responsible for system design services which meet and exceed end user (e.g., client, internal customer, etc.) needs, ensuring adherence to departmental policies and procedures.

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

- Answer all incoming phone calls in a friendly, prompt and professional manner
- Gather accurate customer information to create a database for continual follow-up
- Identify prices of goods, services and calculate total bills
- Complete in store training to help build and maintain knowledge of product information, current sales pricing, and dealership and manufacturer events and promotions
- Previous experience working in a fast paced office environment
- Professional demeanor working with all levels of professionals in an office environment
- College diploma with business focus preferred
- Training and proficiency with computers, word processing, databases and spreadsheet software internet and e-mail

Thank you in advance for taking the time to read my cover letter and to review my resume.

Sincerely,

Azariah Bartell