

# Administrator / Receptionist Cover Letter

679 Willette RapidLake Toccara, SC 88246-9408

**Dear Justice Feeney,**

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

In my previous role, I was responsible for excellent client suite concierge services for the Dubai office, make internal and external guests welcome.

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

- Able to share learning or enable process improvement
- Discretion when supporting activities and handling sensitive data
- Competent user of Microsoft Office
- Capacity to work in a team environment and autonomously with minimum supervision
- Experience in preparing/ assisting with communications materials email, newsletters, posters
- Experience in Accounts payable processes
- High standard of written and spoken English and a good telephone manner
- Compliance to varied procedures and regulations

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

Sincerely,

Oakley Johnson