

# Administrator / Receptionist Cover Letter

94345 Keeling WayLebsackland, KS 64557

**Dear Lennox Lindgren,**

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 guidance and training to administrators, faculty, postdoctoral fellows and graduate students regarding systems, policies and procedures.

Please consider my experience and qualifications for this position:

- Meet and greet all visitors to the Croydon/London office, ensuring they watch the HSE visitor induction presentation and receive a visitor's badge
- Experience in engineering consulting environment will be beneficial but not a deal breaker
- High level of organizational, clerical and written skills
- Comfortable with Google applications (Mail, Calendar, Forms, Drive)
- Familiar with Ontario's Accessibility Standards for Customer Service
- Quick books or similar accounting software experience
- Educated to GCSE/ 'A' Level standard or equivalent
- Previous experience of working in a reception area within a corporate environment

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

Sincerely,

Shiloh Larson