

# Administrator / Receptionist Cover Letter

4313 Vandervort VistaLake Antwan, WV 42700

**Dear River Robel,**

I submit this application to express my sincere interest in the administrator / receptionist position.

In my previous role, I was responsible for guidance and counseling relating to office operations, established policies and procedures.

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

- Results focused, committed to providing outstanding customer service
- Strong team player with excellent attention to detail
- Good standard of education together with excellent organisation and communication skills
- Answer, screen and direct all incoming calls
- Oversee front desk visitor check-in
- Verify meeting room requests and assist with meeting setup as needed
- Process overnight shipping
- Maintain postage machine (upkeep, daily run)

**Thank you in advance for reviewing my candidacy for this position.**

Sincerely,

Peyton Klein