

# Administrator / Receptionist Cover Letter

33573 Sherice VistaNew Thanh, LA 37137

**Dear Justice Flatley,**

I would like to submit my application for the administrator / receptionist opening. Please accept this letter and the attached resume.

Previously, I was responsible for input and feedback on developing and refining reception procedures and improving the guest experience, this includes safety and security policies.

Please consider my experience and qualifications for this position:

- Professional and polite manner
- Answer the switchboard and direct calls to the correct department
- Identifying the individual who has been assigned to the customer and promptly alerting them customer's arrival
- Responding to telephone queries regarding progress and other matters as necessary
- Other administrative duties as requested by the management team
- Maintaining the upkeep of the waiting area and providing refreshments to customers
- An impeccable telephone manner
- Proven experience within a similar role incorporating both administration and customer service

**Thank you for your time and consideration.**

Sincerely,

Emery Dooley