

Front Desk Attendant Cover Letter

1747 Tremblay Mountain O'Haraview, ME 74173-3844

Dear Tatum Bode,

In response to your job posting for front desk attendant, I am including this letter and my resume for your review.

In my previous role, I was responsible for positive service standards including but not limited to courtesy, sincerity and enthusiasm to all guests of the hotel.

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

- High School Diploma/GED or equivalent combination of training and experience
- Excellent written, oral, and professional communication skills
- Experience with current office equipment and Microsoft Office applications
- Computer proficiency including, at minimum, Microsoft Word, Excel and PowerPoint
- Previous customer service and cash-handling experience strongly preferred
- Able to work Weekends, opening or closing shifts
- CPR certification from American Heart Association or American Red Cross preferred
- CPR and First Aid certifications from American Heart Association or American Red Cross preferred

Thank you for your time and consideration.

Sincerely,

Marion Runolfsdottir