

# Front Desk Attendant Cover Letter

13366 Gutmann PlainsLake Taylorberg, OH 12756

**Dear Indigo Dicki,**

Please consider me for the front desk attendant opportunity. I am including my resume that lists my qualifications and experience.

In my previous role, I was responsible for advice to students on a range of issues, including, but not limited to, academic progress, academic program policies, career plans, accessibility, community standards, etc., to guide them in making appropriate choices and decisions.

Please consider my experience and qualifications for this position:

- Experience working with people in a customer service environment
- Experience obtaining information from various sources
- Baseline knowledge of higher ed procedures and services
- Current First Aid, CPR/AED certifications from the American Red Cross, American Heart Association, or the American Safety & Health Institute preferred
- Highly organized and detail-oriented and able to thrive in a fast-paced, intense environment
- Experience in word processing and computer software relating to data base and desktop
- Strong communication, interpersonal skills, and problem solving skills
- Excellent command of MS Office (Word, Excel, PowerPoint) and Google

**Thank you for considering me to become a member of your team.**

Sincerely,

Robin Beier