

Front Desk Attendant Cover Letter

881 Ward SquarePort Marni, FL 90579-3519

Dear Rowan Parker,

I am excited to be applying for the position of front desk attendant. Please accept this letter and the attached resume as my interest in this position.

Previously, I was responsible for cross-functional support to employees on site to include but not limited to Facilities, Human Resources, Business Operations and Security.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

- Possesses excellent interpersonal skills and is able to work with a diverse population
- Is professional at all times and supportive of other team members
- Demonstrates a genuine interest in and dedication to improving the health and fitness of the members
- Demonstrates and promotes a strong commitment to achieving customer satisfaction
- Current CPR and first aid certifications from American Heart Association, American Safety & Health Institute or American Red Cross preferred
- Project a professional company image through phone and in – person interaction
- Post-secondary education in a related discipline with experience in hospitality and/or business administration
- Working knowledge of Word, Excel Internet Explorer

Thank you in advance for taking the time to read my cover letter and to review my resume.

Sincerely,