

# Front Desk Attendant Cover Letter

159 O'Hara CliffsKihnsmouth, IN 89703-5162

**Dear Ryan Koss,**

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

Previously, I was responsible for routine information to callers as necessary, including but not limited to, address, directions, Human Resource hiring process, employee store and outlet information.

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

- Current CPR and First Aid certifications from American Heart Association, American Red Cross or American Safety & Health Institute preferred
- Have a thorough knowledge of the benefit of each treatment and is able to explain this to the guest
- Cleaning treatment room immediately when finished using and coordinate with housekeeping and engineering to keep the area clean and with zero defects
- Maintain the highest standard of personal grooming and hygiene as instructed by company
- Maintain the highest level of hygiene cleanliness within the surrounding area at all times
- Refrain from any unnecessary conversation whilst within Spa treatment areas
- Work effectively with colleagues from different viewpoints, cultures and countries
- Control and deliver the linen and treatment products

**Thank you for taking your time to review my application.**

Sincerely,

Haven Rippin