

Front Desk Attendant Cover Letter

67349 Kilback Crest Rempelshire, TN 41087

Dear Emerson Johnston,

I would like to submit my application for the front desk attendant opening. Please accept this letter and the attached resume.

Previously, I was responsible for conference room support including but not limited to troubleshooting A/V equipment, assisting initial setup of meetings utilizing BlueJeans and Skype for Business.

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

- Assist Guest Service Manager in performing coordinator duties
- Knowledge of office equipment (fax, copier, phone)
- Computer proficiency, particularly in Microsoft Word, Excel, and Outlook, and the internet
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- Strong PC skills in working with spreadsheets, word processing and database management
- Works closely with the General Manager and the Board of Directors to plan and implement the goals and objectives of the Association
- Take calls from board members, homeowners and vendors and handle the matter or refer to the appropriate staff member
- Process, track and follow up on open Work Orders

I really appreciate you taking the time to review my application for the position of front desk attendant.

Sincerely,

Finley Grant