

Front Desk Clerk Cover Letter

900 Hermiston StreetPort Jonathonville, PA 45270

Dear Azariah Ward,

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

In my previous role, I was responsible for them information regarding the services of hotel, the type of rooms available and suggest them places they should visit, may be for shopping, entertainment, or business purpose.

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

- Comply with hotel and/or department uniform and professional
- Of a high school education or equivalent, in addition to two months of on-the-job training or
- To proactively motivate drivers and admin support colleagues to achieve planned departmental targets
- Maintain records and review documents prepared by the team
- Monitor performance of team members
- Ensuring that the company's Health and Safety Policies are enforced
- Ensuring all drivers are compliant with the WTD and all the shifts are recorded in a timely manner
- Support and where necessary originate appropriate and effective channels of communication with customers, suppliers

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

Sincerely,

Finley Johnston