

# Front Desk Clerk Cover Letter

35685 Dustin DamRomainechester, KY 95190-0414

**Dear River Lind,**

In response to your job posting for front desk clerk, I am including this letter and my resume for your review.

In the previous role, I was responsible for information about hotel services, rooms, and amenities.

Please consider my experience and qualifications for this position:

- Applicants able to speak Arabic and/or Chaldean highly preferred
- Possess basic math skills and computer experience preferred
- Possess experience in operating a variety of office equipment
- Possess problem sensitivity
- Read, write, and speak English clearly so others can understand
- Good presentation, facilitation and computer skills
- Check in new arrivals
- Assist with paperwork

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

Sincerely,

Max Morar