

# Front Desk Clerk Cover Letter

321 Bergstrom Gardens West Leroy, ME 60593

**Dear Onyx Dare,**

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.

Previously, I was responsible for supportive functions for the supervisor and hotel guests.

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:

- Preferred experience in an office setting
- MV books ordering
- Greet guests when they enter the Hospitality Zone
- Prints Face Sheet and verifies that demographic information has been updated within the last 30 days
- Sort and deliver postal mail from P.O
- Receive and direct digital faxes
- Send credit receipts to appropriate employees and record in spreadsheet
- Receive and sort inter-office mail

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

Sincerely,

Shae O'Connell