

Front Desk Cover Letter

89553 Darrick ParksGutkowskishire, MS 82336-0482

Dear Casey Wolff,

I submit this application to express my sincere interest in the front desk position.

In the previous role, I was responsible for emergency care and treatment as required until the arrival of emergency medical services.

Please consider my qualifications and experience:

- Excellent computer/phone skills including MS Office Suite
- High School Diploma or Post-secondary education in business, computers, or office management is preferred
- Strong customer service and professionalism
- Daily Activity Report/Incident Report writing
- Greeting all guests (internal and external)
- Processing guest reservations, check-ins and check-outs
- Maintaining accurate guest information in the hotel property management system
- Handling collection efforts of all in-house balances and notifying management of potential liabilities

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

Sincerely,

Casey Kessler