

# Front Desk Cover Letter

906 Dietrich Island North Babara, DE 93008

**Dear Rory Labadie,**

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

In the previous role, I was responsible for in-services to administrative and clinical staff on relevant topics.

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

- Communicating all overnight situations to management
- Handling and distributing guest packages and mail
- Maintaining cleanliness of public areas and sanitizing frequently
- Preparing and servicing the hotel breakfast buffet
- Completing daily checklists and logs
- Processing H Market transactions and re-stocking inventory as needed
- Effectively communicating all pertinent information to other associates and departments
- Assisting in all areas of the operation including, PBX/Switchboard, reservations, luggage storage and other areas as necessary

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

Sincerely,

Sam Graham