

Front Desk Cover Letter

204 Schmitt Gateway Bruenville, NY 98471

Dear Dallas Feil,

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

Previously, I was responsible for guests with information about the facility, services, and amenities.

Please consider my qualifications and experience:

- Conduct resident verification and complete new owner orientations
- Consistent use and maintenance of FSR Connect system (resident database, community calendars, community website, work order and violation tools, task logs)
- Issue and monitor access fobs, cards, and gate transponders and maintenance of access databases
- Coordination of resident facility rentals including application processing, event setup, monitoring, inspections, and deposit handling
- Accept and process revenue (from facility rentals, access device purchases, parking permits)
- Input and coordinate vehicle safelists
- Assist owners with general assessment billing questions, payment options, and ACH setup
- Accept and process resident package deliveries

Thank you for taking your time to review my application.

Sincerely,

Casey Doyle