

Front Office Assistant Cover Letter

869 Madalene MountainsEugenetown, IA 78147-5926

Dear Spencer Beatty,

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

Previously, I was responsible for support to office colleagues through reporting, transcribing, formatting, data entry, editing, information retrieval, copying, shipping, scheduling and travel coordination.

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:

- High levels of professionalism and excellent customer service skills
- Open Dental
- Great answering voice and personality
- Due to work permit restrictions, only citizens, Permanent Residents or Resident Pass Holders of Malaysia shall be considered
- Possess SPM and/or Diploma in Hotel Management
- Proficient computer skills including Microsoft Word
- Great customer service skills and proper phone etiquette
- A task-oriented, self-starter who can juggle responsibilities efficiently to meet deadlines

Thank you in advance for taking the time to read my cover letter and to review my resume.

Sincerely,

Briar Cormier