

# Front Office Executive Cover Letter

51677 Ledner HarborLake Adriennefurt, NM 35001-2621

**Dear Rowan Schultz,**

I am excited to be applying for the position of front office executive. Please accept this letter and the attached resume as my interest in this position.

In the previous role, I was responsible for support in organizing and planning department's special events to include staff meetings, training seminars, holidays and special employee engagement events.

Please consider my qualifications and experience:

- Legal Industry knowledge especially the understanding of customers, their business model and workflows- Experience in selling CRM technologies like Microsoft Dynamics, Salesforce.com, Oracle CRMOD
- Provide onsite & online product demonstrations for clients & prospects
- Travel to customer locations on an as needed basis
- Organized & Computer literacy
- Pleasing Personality, Composure
- Answer phone calls and route them to respective desk
- Ensure all incoming calls are attended to courteously and within three rings
- Guests & visitor's management

**Thank you in advance for reviewing my candidacy for this position.**

Sincerely,

Haven O'Kon