

Front Office Executive Cover Letter

5149 Bins PlaceGeneviveville, ME 81989-1862

Dear Shiloh Schiller,

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

In my previous role, I was responsible for assistance with special projects (holiday & corporate events, special reporting, and executive board meetings), as assigned.

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

- Ensure decorum & discipline of front office area
- Ensure reception area is neat & clean all the time
- Welcome incoming visitors to client's property and attend to them promptly
- Record agreed details of visitors in the register
- Escort all guest
- Maintaining stationery stocks and supplies
- Assisting in Generic administration
- Meeting rooms management

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

Sincerely,

Royal Schneider