

Front Office Executive Cover Letter

3984 Zboncak Orchard North Edwardo, IL 99000

Dear Emerson Koepp,

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

In the previous role, I was responsible for support for various departments for special projects/events with planning and set-up to include the annual holiday party.

Please consider my experience and qualifications for this position:

- Preferred experience/backgroud of Receptionist/Guest Relation
- Opera skills will be an added value
- Front office handling experience
- Should have good working knowledge on front office services, cafeteria and events management
- Excellent Guest services/contact
- MICROS, OPERA, Guestware, Computer / Microsoft Office, FCS or telephone software and other related operating systems
- Can maintain composure under pressure, and work collegially at all times
- Minimum Diploma in Hospitality or related field

Thank you for considering me to become a member of your team.

Sincerely,

Casey Jenkins