

# Front Office Executive Cover Letter

66084 Mayer ParkwaysPort Alena, WI 45427-5490

**Dear Dakota Herzog,**

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

Previously, I was responsible for accurate directions and information for guest inquiries and is knowledgeable about all aspects of the Sands Casino Resort services, features, attractions, promotions and special events.

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:

- To greet and attend to all walk in visitors, customers, Clients & users appropriately
- Maintaining calls data
- Handling Poster Management tool requests
- Handling Business card tool and requests
- Printing request handled from start to end process with requester and Vendor
- MIS update in view of invoice process perspective
- Supporting BACI- HR team towards daily interview schedules
- Handling emails received on DG group mail id

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

Sincerely,

Rory Hilll