

Front Office Receptionist Cover Letter

35359 Romaguera ParksMarisolstad, ND 03766

Dear Alexis Kassulke,

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

Previously, I was responsible for front office duties in ensuring a efficient & appropriately controlled environment as per Policies, Processes & Procedures.

Please consider my experience and qualifications for this position:

- Dental front office experience preferred
- Answers and routes incoming phone calls for 1-9 lines
- Takes and relays telephone messages - Screen calls accordingly
- Provides telephone directory assistance
- Make badges for new employees and visitors
- Updating Monitor for visitors
- Handle employee documentation
- Inputting training records and file

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

Sincerely,

Royal Padberg