

# Front Office Receptionist Cover Letter

7948 Terrence CirclePort Lisaburgh, TX 29636

**Dear Rowan Murazik,**

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

In my previous role, I was responsible for working with managers for scheduled visitors.

Please consider my qualifications and experience:

- Managing VP schedule
- Shows patience and courtesy when dealing with people
- Positive, upbeat personality, professional demeanor
- Receive incoming calls on a multiline phone system and ensure questions and needs are directed to appropriate staff members, as needed
- Meet & greet visitors and answer general questions
- Perform administrative and clerical support tasks, filing,including updating employee profiles processing, scanning and uploading all employee documents
- Full-Time Schedule working 4 days per week
- Full-Time 4 day per week schedule working Tuesday-Friday from 8-5

**I really appreciate you taking the time to review my application for the position of front office receptionist.**

Sincerely,

Rowan Beier