

Front Office Receptionist Cover Letter

765 Margene HarborShellyville, MI 57103

Dear Ryan Harber,

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 the previous role, I was responsible for cooperative to reach team goals.

Please consider my qualifications and experience:

- Openness for continuous learning, Problem Solving skills
- Seek and provide timely feedback directly and constructively
- Follow the work processes defined in the region-specific documents
- Handle and enter customer information as needed in the respective ERP
- Experience handling a multi line phone
- Minimum of the equivalent of High School Graduate
- Knowledge of hotel business operations
- Upon check in, registers guest and assigns rooms

Thank you for your time and consideration.

Sincerely,

Tatum O'Connell