

Front Office Receptionist Cover Letter

402 Hickle RapidsMuellermouth, OK 88558

Dear River Ritchie,

Please consider me for the front office receptionist opportunity. I am including my resume that lists my qualifications and experience.

In the previous role, I was responsible for dental experience is preferred.

Please consider my experience and qualifications for this position:

- Full-Time 4 day per week schedule working Tuesday through Friday
- Full-Time Schedule working 4 days per week (no weekends at this time but subject to change) with hours around 8-5 with 1 day around 10-7 and 1 day from 9-6
- Relevant experience in a 5 star hotel in Front Office in the same role
- Good knowledge of the Opera system
- Be a reliable individual who is self-motivated, standards & customer service driven and detail oriented
- Full-Time Schedule working Monday-Friday
- Moderate experience in website redesign, migration, and maintenance using the Drupal framework
- Skill in designing and developing publications, from concept through completion

Thank you for taking your time to review my application.

Sincerely,

Tatum Nitzsche