

Front Office Receptionist Cover Letter

6330 Prohaska Club Nikolausville, CO 11662-2642

Dear Dallas Von,

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 skill in developing and implementing effective communication programs using writing and editing techniques and showing interpersonal, problem-solving, and decision-making competencies.

Please consider my experience and qualifications for this position:

- Willing to learn and take initiative
- Full-Time Schedule available Monday-Friday
- Competent in using Microsoft applications including Word, Excel, PowerPoint and Outlook
- Work well as part of a team and independently and can handle issues with tact and diplomacy
- Well demonstrated people skills
- Working knowledge of EMR software usage (Athena)
- Proficient in Microsoft Office products Word, Outlook and Excel
- Should possess qualities of tact, poise & diplomacy while interacting with diverse customers

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

Sincerely,

Avery Bartell