

Front Office Receptionist Cover Letter

593 Rob Course Abrahamhaven, NJ 22136

Dear Landry Barrows,

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

Previously, I was responsible for upon check out, processes the guest check out procedures.

Please consider my experience and qualifications for this position:

- Handles all front office cashier transactions such as posting charges to guests, taking room payment and exchanging foreign currency according to the procedures
- Answers all guest requests and questions in a friendly and caring manner, whether by telephone or in person, provides/receives information and takes appropriate actions or refers the matters to the relevant persons to handle
- Proven experience in fostering a positive office experience and atmosphere
- Collaborative and resourceful
- Warm, outgoing and energetic personality
- Strong computer skills and competency in Microsoft applications, including Word, Excel and Outlook
- Experience answering phones and directing caller to appropriate parties
- Support the CEO and VP – Manufacturing in day-to-day activities and handle requests and queries from senior management team

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

Sincerely,

Zion Kautzer