

Head Receptionist Cover Letter

616 Booker Courts Breannashire, MI 13826

Dear Casey Lowe,

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

Previously, I was responsible for tea and coffee and organisation of catering as required for meetings and clear meeting rooms promptly, post meeting.

Please consider my qualifications and experience:

- Well groomed, presentable and professional manner
- Charismatic organised individual with a caring nature
- Experience of running/managing a Hotel Reception/team of people
- To liaise with other HOD and line manager to ensure good communication
- Manage time keeping & attendance for the team
- Attention to details on both their work and their own behaviour and presentation
- Well organised, self-motivated, customer service oriented
- To communicate any discrepancies/risk to RNLI finance

Thank you for taking your time to review my application.

Sincerely,

River Koss