

Head Receptionist Cover Letter

432 Hui ManorPort Lynwoodfort, IA 84346-1460

Dear Emerson Padberg,

In response to your job posting for head receptionist, I am including this letter and my resume for your review.

Previously, I was responsible for logistical support to meetings held in the Board Room, to include preparation of meeting and conference rooms and assist in arrangements for catering requirements.

My experience is an excellent fit for the list of requirements in this job:

- Manage group bookings
- Previous experience in administrative role also preferred
- Provide a professional "face" for the Head Office and communicate with Stakeholders in a professional manner, ensuring clear paths of communication are maintained as first point of contact for the company
- Provide and maintain a professional office environment for the WA Business Unit
- Administrative support & ad-hoc duties as directed by the wider business
- Act as first point of contact in dealing with reception queries/complaints and escalating to FOH Manager if necessary
- Other ad-hoc duties as requested from time to time
- Answer all incoming calls quickly, courteously and efficiently using our Cisco switchboard system

Thank you for considering me to become a member of your team.

Sincerely,

Tatum Cremin