

Office Receptionist Cover Letter

8420 Arlinda PineLaurenceton, LA 85052-4805

Dear Max Mohr,

I am excited to be applying for the position of office receptionist. Please accept this letter and the attached resume as my interest in this position.

In my previous role, I was responsible for oversight of all Front Office processes and procedures.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

- Dependable and diplomatic, with a good sense of humor
- Greet employees, visitors, guests and contractors with a warm welcome, while managing the check in process
- Excellent customer service skills with a can do attitude and a willingness to do what it takes to ensure each visitor, customer and employee has an excellent experience!
- Able to maintain confidentiality of work
- Able to deal with the public courteously, able to handle environmental stress of multiple duties and remain calm under pressure
- Answers the phone and route calls accordingly
- Heavy data entry and filing
- Demonstrated knowledge with facilities management responsibilities

Thank you for taking your time to review my application.

Sincerely,

Morgan Howell