

# Office Receptionist Cover Letter

384 Burl RapidNew Robbiehaven, NV 52546

**Dear Landry Kirlin,**

I would like to submit my application for the office receptionist opening. Please accept this letter and the attached resume.

In my previous role, I was responsible for construction Engineering in accordance with project requirements and Home Office 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:

- Demonstrated knowledge with health-oriented programs or initiatives
- Previous work experience in office administration and/or service
- Strong multitasking and organizational skills, flexibility and aptitude to deal with competing priorities
- Interest of working with systems and new programs
- Associate's or equivalent combination of education and work experience
- Sit, walk, talk, hear, stoop and/or stand for long periods of time
- Being able to stoop, pull, push, kneel, climb ladders and can lift 50-75 lbs on occasion with assistance
- Excellent attention to detail and superb follow-through

**Thank you for your time and consideration.**

Sincerely,

Zion Bauch