

# Office Receptionist Cover Letter

893 Genevieve DamNew Levi, NJ 01240-0795

**Dear Max O'Connell,**

I submit this application to express my sincere interest in the office receptionist position.

In my previous role, I was responsible for the position is primarily based at Centrica Milstream which is the corporate head quarters in Windsor.

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

- There will however be a requirement from time to time to go to two of the Centrica sites in the Centre of London
- This is an SIA Licenced position
- Capable to deal comfortably with internal and external contacts at all levels
- Skilful application of MS Office programs - Outlook, Word, PowerPoint, Excel
- Working and delivering with firm deadlines
- Proficient in Word, Excel and Adobe PDF capabilities
- Analytical abilities and an aptitude for problem solving
- Professional appearance and courteous demeanor

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

Sincerely,

Royal Dickens