

# Office Receptionist Cover Letter

72530 Kuhn Motorway New Diannahaven, AR 21338

**Dear Justice Beatty,**

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 the previous role, I was responsible for information regarding office district policies and procedures.

Please consider my experience and qualifications for this position:

- HR administrative and accounting skills preferred
- Knowledge of HR practices and office administrative duties
- Good judgment, tact and discretion
- Should be a quick learner and able to work independently
- Complete manual dexterity in both hands and wrists
- Personable and self-starter who takes initiative
- Proper telephone etiquette and comfort with use of multi-line phone system
- Excellent interpersonal skills and comfort working with a wide variety of people from many cultures

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

Sincerely,

Onyx Collins