

Office Receptionist Cover Letter

67292 Wolff ViewPort Carolee, ID 41656-3546

Dear Zion Littel,

Please consider me for the office receptionist opportunity. I am including my resume that lists my qualifications and experience.

Previously, I was responsible for demonstrated knowledge of guest services practices in a public attraction or museum setting preferred.

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

- Working knowledge of MS Office Suite including Word, Excel, Powerpoint, and Quickbooks
- Experience in general record keeping and cashiering, including the use of credit card machines
- Museum, clerical, and cashiering experience preferred
- Experience in being a team player with good time management and organizational skills
- Experience in office management and receptionist duties
- Minimum of a high school diploma/GED (BA/BS PREFERRED)
- Experience as an administrative assistant or executive assistant strongly preferred
- Microsoft Office knowledge (Excel knowledge is an advantage)

Thank you for your time and consideration.

Sincerely,

Denver Weber