

# Office Receptionist Cover Letter

498 Israel LocksSouth Carl, CA 12490

**Dear Tyler Lynch,**

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 comfortable with Google applications (gmail, gchat, and google calendar).

Please consider my qualifications and experience:

- Able to speak and understand Korean
- Knowledge of administrative office procedures and use of standard office equipment
- Detail-oriented, thorough and efficient
- Provides support to all visitors including but not limited to greeting visitors, printing needed materials, catering meetings, reserving conference rooms, and ordering cabs/car service
- Provides administrative support to various staff as needed including but not limited to ordering office and break room supplies, access badge management, mail/FedEx support, calendar management, travel coordination, expense reporting
- Organize, set-up and clean-up of office meetings/events
- Maintains overall office appearance
- Flexible can-do attitude and professional demeanor

**Thank you for taking your time to review my application.**

Sincerely,

Tyler Hills