

PBX Operator Cover Letter

83846 Crooks Street
New Kazuko
Chester, CO 74414

Dear Tatum Pacocha,

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

In the previous role, I was responsible for inland and international calls for guests as required and to administer and charge these as per procedure.

Please consider my experience and qualifications for this position:

- Prefer prior customer service experience
- Prefer good writing skills
- Knowledge of multi-line phones
- Articulate Speech in a clear, concise voice
- Previous PBX Operator experience preferred
- Can accurately and quickly recognize names and numbers
- Knowledge of Opera, HotSOS
- Knowledge of Hotel emergency & safety policies/procedures

Thank you in advance for taking the time to read my cover letter and to review my resume.

Sincerely,

Stevie Shanahan