

PBX Operator Cover Letter

2388 Doreen Junctions South Vivianamouth, UT 52811

Dear Indigo Kassulke,

In response to your job posting for PBX operator, I am including this letter and my resume for your review.

Previously, I was responsible for 24-hour processing of all inbound calls from the public at large and internal users, providing general information and caller connecting support through use of the Public Branch Exchange (PBX) telephone system.

Please consider my experience and qualifications for this position:

- Precise, dynamic and objective driven work style
- Cheerful, kind and clear voice and ingratiating manner
- Health care experience, and Call Center/PBX experience
- A minimum of six months of experience in a hospital, medical office or related situation
- Proficient in Microsoft Office (Outlook, Word)
- Shift-hours flexibility
- Experience operating complex phone systems or computer systems
- Knowledge of PMS(Galaxy Lightspeed-Preferred)

Thank you for taking your time to review my application.

Sincerely,

Lennox Abbott