

PBX Operator Cover Letter

589 Franeki Ranch Fernandomouth, RI 44261-5475

Dear Marion Bartoletti,

I am excited to be applying for the position of PBX operator. Please accept this letter and the attached resume as my interest in this position.

In my previous role, I was responsible for timely and accurate paging of personnel and physicians, configuration and programming of pagers and paging system to provide service, utilization of call reminders, documenting inconsistencies and notes as required to provide continuity of service between shifts.

Please consider my qualifications and experience:

- Sit for an extended period or for an entire work shift
- Of employees and guests in an attentive, friendly, courteous and service
- Sedentary work - Exerting up to 10 pounds of force occasionally, and/or
- High level of attention to detail, organization, and customer service
- Previous experience as a PBX Operator preferred
- PBX Operator experience in hotel or hospital setting preferred
- Previous healthcare experience strongly preferred
- Prefer High School Diploma

Thank you for considering me to become a member of your team.

Sincerely,

Tyler O'Connell