

PBX Operator Cover Letter

551 Senger CapeWest Ricardo, TN 77057

Dear Skyler Kovacek,

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

In the previous role, I was responsible for courteous, efficient telephone service to guests and public; accurately records messages and promptly notifies guest or hotel employees.

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

- Course completion in medical terminology preferred
- Familiarization with various office and communications equipment preferred (includes copy and fax machines, typewriters and radios)
- Demonstrates the appropriate greeting when answering the telephone identifying the department and self to internal customers and correctly identifying facility name to external customers
- Overhead paging including all emergency overhead paging according to proper procedure
- Consistently monitors and timely and accurately responds to all alarms by following proper procedures
- Contribute to the accuracy of departmental directories and the on call resources
- Complete knowledge of automated phone systems- how to send and receive calls, how to route calls, how to set up and handle voicemail, how to set up conference calls, how to enable monitoring of calls, and how to enable multi-party telephone conversations
- Professional phone techniques and pleasant voice and demeanor

I really appreciate you taking the time to review my application for the position of PBX operator.

Sincerely,

