

PBX Operator Cover Letter

13670 Strosin Mews Laurencese, NH 97188

Dear Onyx Walter,

Please consider me for the PBX operator opportunity. I am including my resume that lists my qualifications and experience.

In the previous role, I was responsible for efficient and effective telephone and message service for in-house and incoming guests and for the hotel's sales and management teams.

Please consider my experience and qualifications for this position:

- Knowledge of Automatic Call Distribution System, windows-based programs and fax machine
- Accurate computer entry at 35-40 wpm
- Three to six months hospital PBX, or other business PBX experience or telephone company
- Trained to operate Nortel 2250 PBX Console
- Basic knowledge of PBX operations
- Prior experience with PBX systems
- Previous hospital or large business switchboard experience
- Experience with IDX patient census software is preferred

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

Sincerely,

Casey Denesik