

Receptionist / Administrative Assistant Cover Letter

670 Ondricka CampHoegerfort, VA 08323

Dear Brooklyn Homenick,

I submit this application to express my sincere interest in the receptionist / administrative assistant position.

In my previous role, I was responsible for clerical support for the office and assists Manager in various administrative duties related to objective results and office performance.

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

- Some basic accounting duties
- Answers and routes all incoming telephone calls for all personnel within the Long Island office
- Receives, distributes and notifies recipients of all incoming faxes
- Maintains the kitchen area and dishwasher duties at the end/beginning of the day
- Provides assistance to support staff in collating, stapling, stuffing and posting mailings
- Receptionist/light office experience
- Able to apply knowledge of the job, and company policies and principles to complete a wide range of tasks
- Proficient in MS Office suite –Word, Excel, and PowerPoint

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

Sincerely,

Marion Kautzer