

# Receptionist / Administrator Cover Letter

857 Ferdinand Islands New Gavinbury, MN 89933

**Dear Briar Wolf,**

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

Previously, I was responsible for front office security by maintaining all visitor logs, issue and tracking all visitor and temporary badges.

Please consider my experience and qualifications for this position:

- Provide copying/printing and scanning services
- Produce Letters, presentations, binding and laminating
- Managed the Front Desk Reception including greeting visitors, vendors, supplier & customers
- Provides phone call routes support in general enquiries
- Handles necessary logistics including hotel and flight booking for HR Managers and Director
- Received courier and mail services and redirect to the appropriate person or departments
- Providing administrative function in Human Resources (HR) Department specifically in Talent Network (TN) section
- Work in support of other team colleagues

**Thank you for taking your time to review my application.**

Sincerely,

Emerson Gutmann