

Receptionist / Administrator Cover Letter

3278 Naomi Forks South Manbury, ID 19608-1640

Dear Rowan Gislason,

I would like to submit my application for the receptionist / administrator opening. Please accept this letter and the attached resume.

Previously, I was responsible for an efficient, courteous and professional service to all visitors, managing the reception area, ensuring a high quality visitor experience, and keeping an accurate log of all visitors on site.

Please consider my qualifications and experience:

- Experience in a call center/receptionist setting, preferred
- Experience of working in a dental or medical environment is desirable but not essential
- Previous front of house receptionist experience
- High standard of written and spoken English and German and a good telephone manner
- Fully proficient in all Microsoft Office programs (including Word, Excel & Outlook)
- Have entrepreneurial spirit and be forth coming with different ideas
- Resilient, resourceful and punctual
- Positive, proactive attitude in identifying issues at the earliest opportunity and in responding to internal and external client queries

Thank you for taking your time to review my application.

Sincerely,

Lennon Wyman