

Receptionist / Administrator Cover Letter

426 Joann GardenPort Emanuelside, MA 16401-5463

Dear Spencer Kirlin,

Please consider me for the receptionist / administrator opportunity. I am including my resume that lists my qualifications and experience.

In my previous role, I was responsible for reception and Greeting- Answering questions, switchboard, visitor management, temporary badges, directing and assisting vendors.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

- Handle mail pick-up from building mail-box and distribution
- Maintain office supplies and equipment, including kitchens and beverage cooler
- Assist with building management requests, parking and elevator access
- Assist with department administrative/clerical work
- The role will revolve around the use of three Microsoft software packages
- At least a NITEC, GCE O/ N Level or equivalent
- Enthusiastic, positive attitude, team player, flexible
- High school diploma with some college and/or related experience in a professional office environment

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

Sincerely,

Bellamy Parisian