

Receptionist / Administrator Cover Letter

309 Funk RuePearleneport, MS 72975-9799

Dear Greer Doyle,

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

Previously, I was responsible for a professional Front Of House Reception service, welcoming and assisting all visitors to the Innovation Centre, UK.

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

- Experience with using the Microsoft Office (Word, Excel, PowerPoint, Outlook), with above average proficiency in Excel
- Minimum GCE 'O' or 'A' Levels with excellent communication skills
- Confident user of Microsoft packages such as Word, Excel and PowerPoint
- Coordinating in-house Fire Testing training events, approx
- Other general Administration duties, such as filing, photocopying and scanning
- Demonstrable evidence of organising and handling data sets, of turning data into information and administrative output Word, Excel
- Able to work in a team environment while fulfilling objectives with minimum direct supervision
- Reception – general duties

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

Sincerely,

Sam Hudson