

Receptionist / Administrator Cover Letter

451 Dale Shoals South Humbert
Chester, MO 90052

Dear Marion Champlin,

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

Previously, I was responsible for front office reception coverage; greeting visitors and clients, maintaining visitor log, answering phones and directing calls.

Please consider my experience and qualifications for this position:

- Customer focused and extremely reliable
- Previous administration experience, ideally within a departmental support role
- Previous experience of creating purchase orders
- Strong IT skills including Outlook, Word, Excel & PowerPoint
- Take stock of the cleaner's cupboard and kitchen, order items via sap coffee, tea, sugar, hand towels and cleaning products
- Previous reception / administration experience in financial services or similar is preferred – additional training will be provided
- Intermediate knowledge of MS Word/Excel/Outlook preferred
- Audio typing is essential for cover of secretarial tasks

I really appreciate you taking the time to review my application for the position of receptionist / administrator.

Sincerely,

Max Nicolas