

# Receptionist Cover Letter

729 Nolan Circles Terrencefort, MN 96704

**Dear Shae Carter,**

In response to your job posting for receptionist, I am including this letter and my resume for your review.

In my previous role, I was responsible for general office administrative support in all areas including but not limited to mail services, assisting with leasing materials, ordering and stocking office supplies, and ensuring the office is warm and inviting.

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:

- High level of professionalism and great phone presence
- Good verbal communication skills with excellent phone etiquette
- MS Word, Excel and Lotus Notes experience preferred
- Prior work experience as a receptionist preferred
- Previous experience in publishing industry strongly preferred
- Phone literacy skills
- Pleasant phone manner and demeanor
- Heavy emphasis on professional appearance and great attitude

**Thank you in advance for reviewing my candidacy for this position.**

Sincerely,

Justice Schmidt