

Receptionist Cover Letter

8540 Zulauf PortEast Edgardo, TX 24284-4864

Dear Sutton Orn,

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

In the previous role, I was responsible for customer services to fellow employees and guests to ensure smooth running of front desk and office operations.

Please consider my qualifications and experience:

- Proactive self-starter—able to work independently
- Solid experience using Windows-based software, including Microsoft Word, Excel and Outlook
- Former Human Resources / Operations experience preferred
- Previous experience within a Human Resources environment strongly preferred
- Use good judgment at front reception desk
- Flexibility to include extended hours during busy season
- Previous work experience in a professional office environment
- Basic knowledge of Microsoft Office and Excel

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

Sincerely,

Landry Harvey