

# Receptionist Cover Letter

5732 Felicia NeckSouth Willard, CT 79006

**Dear Dakota Sipes,**

I am excited to be applying for the position of receptionist. Please accept this letter and the attached resume as my interest in this position.

Previously, I was responsible for general office support, assisting with general tasks and projects as assigned or requested.

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:

- Attention to detail and accuracy in every task with strong organizational skills
- Comfortable using EPIC
- Manage the Honesty Box in conjunction with the workplace specialist by ordering and
- Assist the Workplace Manager with ad hoc issues and requests as requested
- Strive for high standards
- Intermediate knowledge of Microsoft Word and Excel (mail merge, formatting, data entry)
- Typing speed of 60 wpm or greater
- Excellent organizational, communication (verbal and written) and listening skills

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

Sincerely,

Lennon Stanton