

Receptionist Cover Letter

9399 Xavier Views Cassinborough, IA 55664

Dear Azariah Cassin,

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

In my previous role, I was responsible for an updated new hire packet, organize for PC equipment, set up the desk/office, guide a tour of the new work area and office space, provide security access card to building and office space.

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:

- Outgoing and welcoming personality
- Prior work as a receptionist and administrative experience strongly preferred
- Strong soft skills - being able to communicate effectively and tactfully with individuals at all levels of industry, both on the telephone and in person is essential
- Previous work in (or deep knowledge of) the film and television industries preferred
- Flexibility in performance of varied work environments and tasks (willing to help out wherever needed)
- GCSE English or maths equivalent
- Previous Retail Client Service experience
- Requires strong clerical and organizational skills

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

Sincerely,

Zion Funk