

Receptionist Cover Letter

156 Huel Square Lake Williams, ND 37742-1935

Dear Dakota Schaden,

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.

In my previous role, I was responsible for assistance to the Office Administrator with organizing training groups and other in office events.

Please consider my experience and qualifications for this position:

- Prior work experience in an office setting
- Highly competent in Microsoft packages (Word, Excel, PowerPoint) and email systems
- Music industry knowledge preferred
- Work experience in an office environment helpful
- Previous experience as a receptionist in a corporate environment
- Previous experience as a Receptionist within financial services
- Prior experience in nonprofit and corporate settings
- Knowledge of and experience working with Microsoft Office productivity software (Word, Excel and PowerPoint) and Gmail applications (Gmail, Google Docs, Google Calendar)

Thank you for your time and consideration.

Sincerely,

Tatum Gleichner