

Receptionist Cover Letter

13158 Reichert StreetJakubowskiview, ME 94291

Dear Armani Kshlerin,

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

Previously, I was responsible for additional administrative support with MS Office formatting.

Please consider my experience and qualifications for this position:

- Professional demeanor, welcoming attitude
- Extraordinary work attitude with a client focus
- Punctual, dependable and flexible
- Operation of switchboard
- Welcome and help all visitors
- Coordinate the work of the local IT technician
- Monitor the Facilities and Administration case management system
- Distribute and handle all incoming and outgoing post

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

Sincerely,

Robin Ondricka