James Brown

238 Broadway

New York

NY

United States

To

The HR Manager

XYZ Company

354 F 63rd Street

New York

NY 10022

United States

Subject- Front desk receptionist cover letter

Dear

Regarding the open Front Office Receptionist position at your business, I'm writing to you. I am sure that I have the knowledge and expertise required to contribute successfully to your team.

I've been working as a front office receptionist for more than three years. During this time, I've developed my front office management and customer service skills.

I have experience with a variety of administrative duties, including greeting visitors, taking phone calls, and handling correspondence. Additionally, I am a skilled user of Microsoft Office and several other software packages.

I take great pride in my ability to offer superior customer service and make a good impression on your guests. I pay close attention to details, and I am able to manage several tasks at once while still being highly accurate. Additionally, I enjoy using computers and have experience with the Microsoft Office Suite.

I'm thrilled to be able to support the [Mention the name of the company] corporation team using my knowledge and expertise. I think I can add a lot to your team.

I'm interested in finding out more about the front desk receptionist position. I hope to hear from you as soon as possible.

Additionally, I spent the previous two years working as an administrative assistant at a nearby law office. My responsibilities included scheduling meetings, placing orders for supplies, and planning events.

I am a dedicated and motivated person who is constantly seeking out new challenges. I know I can add value to your business, and I'm eager to have the chance to talk with you more about this position.

I appreciate your consideration and time.

Sincerely,

James Brown

[Handwriting signature]

[Mention the contact details]

[Mention here, if there is any post note to be]