

[Mention the date]

To,

[Mention the name of the hiring manager]

[Mention the name of the company]

[Mention the address of the company]

Dear Sir/Ma'am,

With great enthusiasm, I am writing this letter to your esteemed company that is [Mention the name of the company] to apply for the post of receptionist. By reading the job description and requirements I believe that I am suitable for this job in your esteemed company.

I have completed my schooling and higher studies from [Mention the name of the institution] and [Mention the name of the institution] in the year of [Mention the year] and [Mention the year], respectively.

I have also got a degree in hospitality and management. I did my training of [Mention the year] from [Mention the name of the institution], which enhanced my skills as well as knowledge in this field. To gain work experience in the same field, I worked at many companies like [Mention the name of the companies] as a receptionist for several years. I have both proper qualifications as well as experience in this field.

With my skills and the way of my work, I will definitely add value to your esteemed company, that is [Mention the name of the company]. I have additional qualities like [Mention the qualities related to this field], which will help me to do well in this job. I can assure you that you will not be disheartened by my way of work.

Hope to hear from you very soon regarding the acceptance of me as a receptionist for your company. I would be really grateful if you consider me for this job. My contact details are mentioned below; you can contact me at your own suitable time. Thank you so much for your time and consideration.

With regards, [Mention the name of the sender]

[Mention the address of the sender]

[Mention the contact details of the sender]