**FRONT DESK COVER LETTER**

July 18, 20XX  
  
Jensen Pope  
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Dear Hiring Manager,  
  
Upon learning of your posting for a Front Desk Receptionist, I felt compelled to submit my resume for your consideration. As a highly organized and personable professional with more than seven years of reception and general administrative support experience, I am prepared to significantly contribute to your goals and objectives in this role.  
  
I bring to the table excellent experience providing key office support while greeting and scheduling customers and maximizing efficiency and productivity. From managing multi-line phone systems and resolving customer inquiries to scheduling appointments and providing outstanding customer service, I excel at prioritizing tasks, collaborating with staff, and implementing highly effective organizational processes.  
  
Highlights of my experience include

* Performing comprehensive receptionist responsibilities—including phone management, correspondence, and scheduling—while ensuring seamless front desk operations.
* Handling high-volume phone lines, efficiently and accurately routing up to 160 calls each day.
* Greeting customers upon arrival, ensuring prompt attention and providing a consistently superior level of service and support.
* Expertise in balancing multiple tasks while providing top-level organization and communication skills.
* Proficiency in Microsoft Office Suite and skilled in the usage of various office equipment and machinery.

My skills in front desk reception and support prepare me to excel in this role, and I am confident my additional strengths will render me an immediate asset to your office team. The chance to offer more insight into my qualifications would be appreciated.

Thank you for your consideration; I look forward to speaking with you soon.

Sincerely,

Jensen Pope