**RECEPTIONIST COVER LETTER**

July 30, 20XX

Billy Lee
Manager
Business City, NY 54321

Dear Mr. Lee,

I am writing to express my interest in the receptionist job opening at ABC company. I believe my years of work experience as a receptionist, as well as my communication and technological skills, make me an ideal fit for the position.

I have several years of receptionist experience, including working in a busy work environment with multiple phone lines and a large professional staff. I can therefore handle the bustling environment of a large of office such as yours.

I have strong written and oral communication skills. At my current job, I greet about twenty-five to fifty clients per day, answering questions about the company and directing people to the correct offices. I also call dozens of clients per day to confirm appointments, and send emails every day to clients.

I have experience with a variety of software programs, including Microsoft Office and QuickBooks. I am also comfortable using multiple scheduling platforms, including MindBody and Timely. At my current job, I have trained five other employees in our scheduling platform, due to my experience and comfort with the program.

My background and skills make me an excellent candidate for this position. Thank you for your consideration. I look forward to hearing from you to arrange a time to speak in person.

Sincerely,

Chad Applicant (signature hard copy letter)