**COVER LETTER FOR A RECEPTIONIST POSITION WITH NO EXPERIENCE**

**Date**

**Hiring Manager Name**

**Title**

**Mailing Address**

**Phone Number**

**Email Address**

Dear **[Hiring Manager Name],**

Damon Furst, manager of Ripple Medical Clinic, called me "the most efficient, helpful receptionist on five planets.” When he asked repeatedly how I did it, I said being helpful and efficient gives me a lot of personal pleasure. That's why I'm so excited about the receptionist opening at Tulsa Health Clinic.

Your ad said you need an efficient, helpful receptionist with 5+ years of experience. I've got 6 years, plus these achievements to back up Mr. Furst's nice compliment:

• Sourced a new patient portal that lets clients schedule their own appointments online. Reduced staff phone time 45%.

• Recovered $15,000 in past due accounts by setting up new automated email and text reminders system.

• Slashed office supply costs 20% by working with vendor for better deals. Also put office supplies in a Kanban system, reducing waste and spending.

I'm excited to find out what I can do for you. Can we schedule a call to discuss how I can help create a more efficient front office at the Tulsa Health Clinic?

Best Regards,

**[Your Name]**