FRONT DESK RECEPTIONIST COVER LETTER

March 25, 20XX

Mr. John Doe
Manager Human Resources
Halford Jenkins & Associates
142 South Street
Dallas, TX 25499

Subject: Front Desk Receptionist

Dear Mr. Doe,

I came across your job listing for a Front Desk Receptionist in The Dallas Times and found myself qualified to perform well in this role. As I have 2 years’ hands-on experience as a receptionist, I feel positive that I can bring excellent customer service and front desk handling skills to your facility.

Through my experiences,  I polished my skills in answering phones, directing calls to appropriate person, handling customer inquiries, scheduling appointments and meetings, and maintaining office calendar. In addition, I am able to ensure security and privacy of data, maintain on-line database of business contacts and perform other clerical administrative and office responsibilities as assigned.

As part of Halford Jenkins & Associates, I would like to provide value and quality customer service to your customers and employees utilizing my experience and skills. In addition to my reception related strengths, I have good computer skills and familiar with Microsoft office and Quick-books. My primary objective is to assist your business grow and function smoothly by utilizing my ‘Can do’ attitude.

As an energetic front desk professional, I would appreciate meeting with you to talk about this in more detail. I will contact you next week to see whether an interview can be arranged. In the mean time, you can reach me on my cellular phone at (000) 999-0988.

Thank you for your time and consideration.

Sincerely

XYZ