**RECEPTIONIST COVER LETTER**

Date

Mrs Mary Stevens
Hiring Manager
ABC Company
Long Island, NY 11551

Dear Mrs Stevens,

Your job posting for a receptionist caught my attention straight away as my skills and experience are a close match to your requirements for this position. I would appreciate careful consideration of my credentials as outlined below and within the enclosed resume.

I have three years work experience as a receptionist in a large organization responsible for handling all calls and visitors in addition to providing extensive organizational and administrative support.I am a self-directed and independent worker who has taken the initiative to learn as much as possible about the company I work for in order to become a valuable information resource.

Among my particular strengths are my organizational and planning skills. I have developed a number of processes to manage my many work tasks and make sure I meet the demands of a fast-paced work environment. I utilize technology to assist me wherever possible and have a good working knowledge of a number of computer applications including MS Office. My strong communication skills and outgoing, energetic personality ensure first-rate customer service to both clients and colleagues. I thoroughly enjoy dealing with a wide variety of people and take pride in being a receptionist.

ABC Company enjoys an excellent reputation and I am confident that I would be an asset to your company. I would appreciate the opportunity to discuss my abilities in more depth and am available for an interview at your earliest convenience. Please contact me via phone or email to arrange a convenient time for us to meet. Thank you for your time and consideration and I look forward to speaking with you soon.

Sincerely

Jane Jobseeker