**FRONT DESK COVER LETTER**

May 1, 20XX

Cody Fredrickson  
(123) 456-7891  
cfredrickson@email.com  
  
Dear Ms. Kasha Martinez,  
  
I am writing to express my interest in the position of Front Desk Associate at Delmonte Hotel Group. The attached resume has a complete look at my experience and skills relevant to this position but here is a brief description of what I can contribute to your company if chosen for this job. I have three years of experience working as a front desk clerk where I performed many of the duties required to qualify for this position. I can use a variety of computer programs such as MS Word, Excel and Outlook proficiently and I have the ability to learn your system in a fast and efficient manner.

I am familiar with using general office equipment such as copiers and fax machines and I have the skills to maintain an organized and updated filing system. I have very good phone etiquette with the ability to provide callers with basic information about the facility, set up appointments, take messages and direct calls to other departments when necessary. I also have the ability to follow up with clients to remind them of upcoming appointments or to gather more information if needed.

I have great interpersonal and communication skills and I always greet guests with a smile and friendly tone. I can direct visitors to the right location within the facility or assist with other needs they may have. I hope to meet with you soon to discuss the details of this position in person.

You can reach me for an interview by calling (555)-555-5555.

Sincerely,

Thomas Stone