# GYM RECEPTIONIST COVER LETTER

Dear Ms. Wanda Vestal,

I am applying for the Gym Receptionist position with Builder Homesite, Inc. I have an outgoing and pleasant personality and I know how to provide excellent customer service when dealing with visitors in person and when answering phone calls. I can make appointments, direct calls and help to take care of any issues the clients may have. I have very strong communication skills and the ability to listen carefully to the visitors request and to follow detailed instructions.

I also have the ability to use a computer proficiently and to perform general clerical duties such as updating files, sorting mail and checking emails. I have the ability to keep the front desk and office organized and clean in addition to keeping all products sold or brochures stocked and displayed properly.

I have spent a lot of time at the gym, so I am familiar with the equipment and I have the ability to learn about your facility and what services you have to offer in a fast and efficient manner. I will greet the guests as they enter your facility and offer assistance by providing visitors with information or directions.

I can explain the different types of services you offer to potential members and sign them up for a membership. I have very good organizational skills and I can multi-task to work efficiently in a fast-paced environment. I am currently working on my associate degree in health and fitness and I am willing to learn all I can to advance my career in this industry.

You can reach me for an interview by calling (222)-350-7849.

Respectfully,

Signature