**RECEPTIONIST COVER LETTER**

May 1, 20XX

Ebony Moore

(123) 456-7891

emoore@email.com

Dear Hiring Manager,

I would like to introduce myself as an applicant for the Receptionist position at River Tech, a trusted name in office supplies since 19XX. As a seasoned receptionist, I have been able to grow and adapt to the ever-changing technology used in offices over the years.
My years of experience have included several long-term tenures at three major companies. My calm and friendly tone will ensure that each client is properly welcomed to River Tech.

During my 30 years of experience as a Receptionist, Office Assistant, and Administrative Assistant, I have consistently met the needs of my team members and clients of the company. My recent position as Receptionist at Cloud Clearwater included operating a multi-line phone system, invoicing, event planning, scheduling, and performing all of the vital computer functions needed to succeed in the technological age.

I have made it a priority to stay up to date on the latest technology so that I can properly serve those I am working with. Because of my vast knowledge of office functions and my years of experience, I feel that I can add great value to River Tech. By being knowledgeable of the latest trends in office supplies and technology, I am confident that I can serve the company and its clients well. I believe that the receptionist is the first impression of a company, and I feel it is of utmost importance to be a positive representation of the company.

Thank you for your consideration of me as a candidate for the Receptionist position at River Tech. I look forward to learning more about the company and the expectations of the Receptionist.

Sincerely,

Ebony Moore