**LETTER TEMPLATE  
RECEPTIONIST COVER LETTER**

**[Today’s Date]**

**[Hiring Manager’s Name]  
[489 Company Address]  
[Company City, State xxxxx]  
[(xxx) xxx-xxxx]  
[hiring.manager@gmail.com]**

Dear [Mr./Mrs./Ms.] [Hiring Manager’s Name],

I’m writing this cover letter regarding the open receptionist position at **[Company Name]**. With nine years of experience as a receptionist and numerous achievements over the course of my career, I’m confident that my skills and experience make me the perfect candidate for this position.

I noticed in your job posting that you emphasized the need for candidates with analysis, savings, organizational efficiency, and planning skills. While my resume goes into finer detail regarding my full work history and skills, I think it’s worth re-emphasizing my major achievements during my career as a receptionist, which happen to match the skill set you are looking for exactly:

* Researched and recovered $10k in undue payments from past erroneous billings, earning an award from upper management.
* Coordinated lower cost travel routes for 10 sales representatives, cutting expenses by 47%.
* Followed up with existing customers and prospective clients, securing 14% in new accounts.

Throughout my tenure at both Stern Real Estate and AMC Corporation, I have been lauded as a consummate professional, a hard worker, and an exceedingly competent employee that requires little to no supervision. I am careful to double and triple-check all items related to expenditures and company planning and maintain strict confidentiality with regard to sensitive items. Finally, I possess a warm and pleasant personality that makes me not only easy to work with, but also reflects well on the company as we receive clients and customers.

I am looking forward to discussing this position with you in more detail. I am certain that my qualifications and experience will allow me to meet exceed the expectations you have for the receptionist role in **[Company Name]**. Thank you for your time and consideration.

Sincerely,

**[Your Name]**