**FRONT DESK COVER LETTER**

May 1, 20XX

Sofia Flores

(123) 456 7891

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Dear Ms. Precious,

I write this letter to express my interest in your front office clerk vacancy in your hospital. I came across the listing in our local daily newspaper on March 10th, 20XX. In the past three years, I have served as the receptionist at Jack Enterprises.

In my task as a receptionist, I was tasked with organizing meetings in the organization, meeting customers and other visitors, processing cash and credit card payments besides issuing receipts, and passing out messages in and out of the organization.

This opportunity has enabled me to sharpen my interpersonal, communication, organizational, and problem-solving skills. When my boss was away, I was also responsible for the smooth running of the organization. I believe my skills, training, and experience will be a great asset to your organization.

I look forward to a meeting where we can discuss your goals, expectations, and demands for this job. Please feel free to contact me at your convenience.

Best regards,

Sofia Flores