**EMAIL COVER LETTER FOR A RECEPTIONIST POSITION**

**Subject:** Reception Position at Gentle Dental – Jason Martinez

Dear Ms. Rathbarn,

I'm writing to apply for the receptionist position at Gentle Dental, which I saw advertised on JobSearchSite.com. I believe that my positive and professional attitude, as well as my experience working as a receptionist in other medical offices, make me a match for this position.

For the pat five years, I've worked in a medical office, where I've greeted patients, scheduled appointments, and answered patients' questions over the phone. My communication skills are strong, and I'm also skilled at assisting patients who are frustrated by long waits or insurance confusion.

I pride myself on keeping doctors' days running smoothly, and problem-solving when unexpected issues arise. For example, when one doctor was unexpectedly three hours late to work, I quickly called all of his scheduled patients and rearranged their appointments. By the time the doctor arrived at work, I had already rescheduled all of his patients successfully.

Please see my attached resume for more information on my work history, and do not hesitate to be in touch with any questions. Thank you for your consideration and I look forward to hearing from you.

Sincerely,

Jason Martinez