**Mr Philip Smith  
Hiring Manager  
Marlow Business Consultancy Services  
Made Up Road  
London  
B18 6NF**

**4th January 20XX**

**Dear Mr Smith,**  
  
I am interested in your position for a Part Time Receptionist as I am confident that I am the right person for the vacancy and that I would also be an asset to your business.

Having researched your company, I am drawn to it’s philosophy of rewarding hard work and talent, as well as it’s excellent reputation as an employer. Therefore I would appreciate your careful consideration of my credentials as outlined within my attached CV.

I have over two years experience of working as a receptionist for my current employer. Where my duties include greeting visitors in a polite, friendly and helpful manner, dealing with their enquiries and also providing information about the company and its products.

I feel that my biggest strengths are my ability to organize, provide clerical support to colleagues and communicate well with people from all backgrounds.

I am ready to begin immediately and would appreciate an in-person meeting with you. Thank you in advance for taking a moment to review my cover letter and go over my CV.

**Yours sincerely,**

**Richard Daniels  
444 Anywhere Road  
Birmingham  
B18 6NF  
Mobile: 0121 XXX 0026**