**RECEPTIONIST COVER LETTER**

**[Date]**

Dear Mr. Smith,

Thank you for the opportunity to apply for the receptionist position at Casa Blanca Management. Along with an undergraduate degree in Business Management and three years of experience as a receptionist, I am certain in my ability to become a key member of the executive team.

As you will note from my enclosed resume, during my tenure at River Cloud Construction as the receptionist I was responsible for selecting and implementing new office policies as well as managing daily operational functions of the company including warehouse operations, project management, travel and event planning, shipping/receiving and logistics. I hope to bring the same productivity to Casa Blanca Management.

Throughout my career, I have shown my employers my ability to meet organizational objectives and needs. In addition to my administrative and project support skills, I am a friendly and enthusiastic individual who will make all visitors to the office feel welcome.

In closing, I am thrilled at the possibility and would love the opportunity to meet with you and discuss the value I can bring to Casa Blanca Management as a receptionist. I appreciate your consideration and look forward to hearing from you soon.

Sincerely,

**[Your Name]  
[Phone Number]  
[e-mail]**