[Today’s Date]

[341 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 11 years of experience as a receptionist and numerous achievements over the course of my career, I am confident that my skills and experience make me the perfect candidate for this position. I noticed in your job posting that you emphasized having specific skills sets in the realms of analysis, savings, organizational efficiency, and planning.

While my resume goes into finer detail regarding my day-to-day job roles, but I think it’s worth re-emphasizing my major achievements during my 11 year 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
* Organized complex travel arrangements for 10 sales representatives, while reducing travel expenses by 40% by coordinating lower cost travel routes
* 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 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]