**Alexandra Miller**
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575-428-9419 (Mobile)
March 15, 2017

**Ms. Kelly Vincent**
Hiring Manager
**Loyall and Company**
735 East Street, Dallas, Texas 75263

Dear Ms. Vincent,

I am writing to apply for the receptionist position you posted on Indeed.com. In addition to my bachelor's degree in communications from California State University, I also have over ten years of receptionist experience in both large and small corporations. This has given me the experience needed to effectively manage a busy work environment with a large professional staff, while also understanding the importance of being personable and professional. I know that a strong support staff is vital to a successful business.

In my current position at Marketing Partners, Inc., I have learned the techniques of multitasking under pressure. I work directly for the Chief Operations Officer, managing her schedule along with any departmental needs of a segment of staff. Additionally, I put together all of the materials for business proposals for our clients, which gives me the great responsibility of ensuring their accuracy and delivery.

One of my greatest achievements here at Marketing Partners was to streamline the internal server, making it an efficient place for everyone in the company to communicate and share documents. This has greatly reduced the time it takes to do everyday processes and has created a user-friendly platform for the entire staff. Additionally, in Q3 of 2016, saved the company over $7,000 by researching other technology vendors and securing a better deal. During company evaluations, I have consistently rated in the top 90th percentile by my colleagues and bosses for my positive attitude and competence at work.

My communication, organization, customer service, and administrative skills align with the ideal long-term employee you are recruiting. My strong work ethic, patience, and efficiency are immeasurable qualities that I have gained while working as a receptionist. I adapt quickly to change and new routines and am always eager to learn.

I am the ideal candidate for this position due to my experience and my dedication to putting clients' needs first. I am certain that my qualifications will exceed the expectations you have for the receptionist position at Loyall and Company. I will follow up with you in the next two weeks to further discuss this opportunity.

Sincerely,

Alexandra Miller