

Front Desk Cover Letter Sample 1

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Theodore Quinlan

Hiring Manager

Paradise Systems, LLC

754 Helen Street, Omaha, Nebraska 55443

Dear Mr. Quinlan,

I came across your company's advertisement on Indeed.com for a front desk receptionist. This position is of particular interest to me due to my extensive experience in the field, and I would like to apply for the role within your company. I have enclosed a resume for you to further review my fifteen years of experience as a front desk receptionist. In those fifteen years, I have worked with two companies because I hold company loyalty as a very important personal value. Both of these companies provide home services to customers, just as Paradise Systems, LLC does.

While at my current position at Goldline Windows, Inc., I have been involved in monitoring the front desk and lobby area. In this role, I greet potential clients, accept payments, take new orders, and handle any security concerns. These interactions with customers are done in person, over the phone, by email, and through our website interface. When we have customer complaints, I am the company's representative in handling those disputes. I also make sure that all visitor logs are maintained and updated within our computer system.

As a front desk receptionist at Goldline Windows, Inc., I took charge of the scheduling system and redesigned it in order to better ensure accuracy in our appointments. This has reduced missed appointments and scheduling conflicts by 35% within two years' time. I also consistently stay under the budget when ordering supplies. In 2016, I conducted a careful inventory of our supplies and was able to reduce our front desk operating budget by 40% through suggestions about which items were necessary, and which did not contribute to the daily operation of the front desk area.

Among the many skills that I have been able to cultivate in my current position are scheduling management, meeting planning, and mail management. I also take great pride in my professionalism, whether dealing with extremely difficult potential clients, or coworkers who might not be having the best day. My phone etiquette skills have also developed strongly at my current place of employment.

I look forward to learning more about the opportunity within your company. Throughout this cover letter, I have done my best to demonstrate the ways in which my experience as a front desk receptionist will help me contribute towards meeting your company's goals. If you would like to further discuss my qualifications, I can be reached through either email or phone in order to schedule an interview.

Sincerely,
Penny Edwards