

Front Desk Cover Letter Sample 2

Frank Raspberry

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Jessica French

Manager

Applegate Technical Solutions

77 Easton Avenue, Charlotte, North Carolina 54122

Dear Mrs. French,

After graduating with a bachelor's degree in business administration from North Carolina University in May of 2000, I was initially unsure about what career path to pursue. When I applied and gained my current position at Andrew's Computer Sales as a front desk receptionist, I discovered that combining customer service skills with my fondness for computers was exactly what I wanted to do with my life. Considering your website's ad for a "front desk receptionist with a passion for technology," I believe that my experience and knowledge make me the right choice for your company.

My daily tasks involve greeting customers and answering any questions that they may have. The questions that our customers may ask are sometimes very technically oriented. Other times, their questions are focused on payments and terms of their business contracts. As the primary representative to the customers, my duties encompass answering both types of questions as thoroughly as possible. I am also responsible for balancing vendor statements, accepting payments, and answering any phone calls that we may receive.

When I accepted my current position, I inherited a four-month backlog of bills. Under my management, that backlog was resolved within a matter of five weeks. I also implemented and oversaw the complete overhaul of the billing system so that another similar backlog does not develop again. Since I began working for the company, we have seen the number of unpaid bills decrease by 30% due in part to our new billing system.

I possess both technical and administrative skills. Although I already had a bachelor's degree when I began working for the company, I saw that many of my duties required advanced bookkeeping abilities. To make sure that my skills were always up to par, I completed a six-month course in bookkeeping and accounting at Charlotte Technical School, earning my bookkeeping certificate in the process. My other skills include the ability to provide exceptional customer service and solve technical questions for customers.

I look forward to the opportunity to meet with you in person in order to further discuss my qualifications. During an interview, I would be pleased to demonstrate my technical understanding and explore the ways in which I can contribute to your company's long-term success. It is easiest to reach me by email, but please feel free to call me by phone as well.

Sincerely,
Frank Raspberry