Justin Peterson

Address, City, ST ZIP Code | Telephone | Email

Today’s date

Ms. Ann Edwards, Hiring Manager

Company name

Address, City, State, zip

Re: Front Desk Receptionist, Advertised on New Hampshire Herald Magazine

Dear Ann Edwards,

I was pleased to see your ad for a front desk receptionist in the New Hampshire Herald this week, as the requirements for the position match closely my enclosed resume.

I am used to communicating expertly with the public and multi-tasking in an office environment and would be very pleased to continue to use my skills for the benefit of your company.

As my resume states, I am very proficient in office work, including incoming and outgoing telephone calls and emails, scheduling appointments, typing letters and documents, and operating standard office equipment such as copier machines, postage meters, scanners, and fax machines.

I facilitate meetings, freeing up office space, arranging for seating, and ordering and serving refreshments, and am happy to assist in the resolution of any issues between customers and the firm or between employees.

Please give me a call at 666-555-4444 or email me at [Email Address] so we can discuss this further in person, as for a position such as this, seeing is believing how I can make your customers’ contact with your company an especially pleasant one.

Awaiting your response.

Sincerely,

Justin Peterson