**Carolyn Ward** [Street Address] New York, NY 55900 | (555).555.5555 | [Email Address]

**Today’s date**

Mrs. David

Career Counseling, Inc.

Address, City, State, zip

Re: Receptionist Position

Dear Mrs. David,

My good friend Lisa Levine told me that Career Counseling is looking for a new receptionist and I jumped at the opportunity to contact you.

As you see from my attached resume, I’ve been working as a professional receptionist for seven years at similar companies and enjoying making a terrific first impression for all clients who contact your company by phone or in person.

I answer phones, transfer calls accurately, accept packages and send them to the correct department, and keep the reception area looking neat and welcoming.   
I politely provide information pertaining to the company and escort or direct visitors to the correct destination. I am comfortable with MS Office and typical office machines, and perform light secretarial tasks. I enjoy multi-tasking and must say that the positive impression I impart reflects well on the company for which I work.

I’m really looking forward to meeting you and having you meet me as well and see how I can be of use to Career Counseling, Inc.

I’ll be happy to arrange my schedule to meet you whenever it’s convenient for you. Thank you for your time.

Sincerely,

Carolyn Ward