**Robert Smith**

**Front Office Receptionist**

**1737 Marshville Road, Alabama, (123)-456-7899, info@qwikresume.com www.qwikresume.com**

[Today’s Date]

[341 Company Address]  
[Company City, State xxxxx]  
[(xxx) xxx-xxxx]  
[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Hiring Manager’s Name],

This letter is to put my candidacy forward for the vacant role of your Front Office Receptionist posted on a Job Portal. With the knowledge of all clerical and administrative duties and expertise with computers, I feel confident to fulfill the job role. Presenting some of my significant skill set to help you figure out my suitability:

* Greet the clients.
* Answer phone calls and write down essential details of the conversation.
* Respond to emails.
* Arrange files and folders.
* Distribute incoming mails and prepare mails that are to be dispatched.
* Note down meeting minutes.
* Book appointments.
* Order office supplies.

Additionally, I have superior communication skills and organizational skills to manage various administrative tasks successfully. I am sure that I can do an excellent job as your next Front Office Receptionist.

Thanks for taking out your precious time to go through my candidature. I have shared my resume for you to take a sneak peek into my academic background and previous employment history. I would be honored to discuss the role further.

Best Regards,

[Your Name]