

**Robert Smith**

**SPA Receptionist**

[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],

I’m writing this letter to express my strong desire in your posting for a Spa Receptionist. I have more than 8 years of experience working in several spas, both as a manager, and employee. I believe that my educational qualification and my superior communication skills align perfectly with your job requirements, and I can’t wait for the opportunity to help you take your facility to new heights. My career spans include working as Spa Receptionist Assistant in \*\*\* from \*\*\* to \*\*\*\*, wherein I geared the front desk operations, and also handled certain core administrative activities. I was responsible for managing the spa staff, and ensured customers were provided an amazing experience each time they visited the spa. Here are some of the core accomplishments that I bring along with me –

* Enthusiastic and customer-centric team player equipped with strong experience in front desk operations, while ensuring top-notch guest service and experience
* Providing overarching receptionist duties including greeting guests pleasingly, handling multi-line phone connections, scheduling and canceling appointments, whilst responding quickly to customer’s queries
* Managing spa operations and creating an inviting atmosphere for visitors, and maintaining a clean and organized front desk area.
* Promoting spa products, treatments, and cross-functional spa services led to an almost 35% increase in revenue for the \*\*\* Spa
* Spearheaded \*\*\*’s operations including screening and directing inbound calls, managing appointments, and scheduling shifts for massage therapists
* Finely honed interpersonal, communication, and organization skills
* Being nominated and awarded “Best Employee of the Spa” in \*\*\* under my tenure at the \*\*\*

My enclosed resume provides further detail on my qualifications and my passion for providing top-notch customer service. And I assure you that my other relatable talents will readily transfer as I take up work as your next Spa Receptionist. I would welcome the opportunity to meet you in person and discuss this further. Thank you in the meantime for your time and consideration.

Sincerely,

[Your Name]