**Robert Smith**

**Yoga Studio 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],

As a long-time fan of your company, and with my passion for yoga and fitness, I was elated to see your opening for the Yoga Studio Receptionist role. I have strong background and experience in being a fitness studio receptionist. These combined with my educational background, and recent work experience in \*\*\* would help me to take up the Yoga Studio Receptionist role of your company, and contribute to the success of the firm's goals.

Highlights of my accomplishments as a Yoga Studio Receptionist include:

* Accomplished various receptionist tasks daily, like managing phone calls, correspondence via emails and fax, and appointment scheduling for private classes.
* Ensuring optimal efficiency in all the front desk tasks done.
* Dealing with high-volume phone calls and walk-ins on an everyday basis, especially at weekends.
* Answering customer queries on the FAQs about Yoga and other services offered by the studio.
* Greeting customers upon arrival at the studio and also ensuring immediate attention of the required staff.
* Providing invariably extraordinary customer service.
* Ascertaining a strong commitment to giving outstanding assistance even in fast-paced and high-volume environments.
* Outshining in multitasking and having good communication skills.

As a Yoga Studio Receptionist at \*\*\*, I enjoyed dealing with the front deal tasks along with learning a thing or two about yoga and fitness. My customer satisfaction record and the ability to communicate patiently and answer queries will enable me to become an ideal candidate for this role.

If my skills match your requirements, please contact me at ( ) or mail me at ( ) to schedule a meeting. I look forward to learning more about the Yoga Studio Receptionist post.

Thank you for your consideration.

Sincerely,

[Your Name]