

AMANDA TURNER

MIAMI, FL 33139

(555)555-5555 | amanda.turner@monster.com

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Dear Hiring Manager,

I am writing to express my interest in the Receptionist position at ABC Corporation. With a Bachelor of Science in Business Administration and three years of experience as an Administrative Assistant, I have developed a strong foundation in customer service, office administration, and effective communication.

At my previous role, I honed my skills by managing various administrative tasks while ensuring that our office maintained a welcoming atmosphere for clients and visitors. My attention to detail and organizational abilities enabled me to efficiently handle multiple responsibilities such as scheduling appointments, responding to inquiries, and maintaining the reception area.

I am particularly drawn to ABC Corporation's commitment to innovation and customer-centricity. I believe that fostering positive relationships with clients is essential for success in any organization. My adaptable nature allows me to thrive in dynamic environments where collaboration is key. I approach challenges with a proactive attitude, always eager to contribute positively within the team.

Proficiency in Microsoft Office Suite complements my capabilities in managing daily operations smoothly. I take pride in delivering clear communication across various channels while maintaining professionalism at all times.

I am excited about the opportunity to support ABC Corporation's mission of empowering businesses through technology while providing exceptional service. Thank you for considering my application; I look forward to the possibility of contributing positively as part of your team.

Sincerely,
Amanda Turner