

DANIEL LIU

Brookfield, WI 53016

(555)555-5555 - daniel.liu@monster.com

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Dear Hiring Manager,

I am writing to express my interest in the Receptionist position at New Horizons Technologies. With a Bachelor of Arts in Communications and 10 years of experience as an Administrative Assistant, I have cultivated a strong foundation in customer service and office management that aligns with your company's commitment to innovation and excellence.

Throughout my career, I have developed exceptional communication skills, which allow me to engage effectively with clients and colleagues alike. My attention to detail ensures that every interaction is handled professionally, creating a welcoming atmosphere for all visitors. Additionally, my organizational abilities enable me to manage multiple tasks efficiently while maintaining high standards of service.

In previous roles, I have demonstrated adaptability by thriving in fast-paced environments. This has involved greeting visitors warmly, managing incoming calls adeptly, scheduling appointments for staff members, and providing comprehensive administrative support across departments. My proficiency in the Microsoft Office Suite further enhances my capability to contribute effectively from day one.

I am particularly drawn to New Horizons Technologies because of your mission to bridge the gap between technology and business needs. I share your values of integrity and collaboration, which I believe are essential for fostering strong relationships within the team as well as with clients.

Thank you for considering my application. I look forward to the opportunity to contribute positively within your organization by leveraging my skills in communication and organizational management.

Sincerely,
Daniel Liu