

CHRIS SINGH

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Dear Hiring Manager,

I am writing to express my interest in the Receptionist position at ABC Corp, as advertised. With a Bachelor of Arts degree in Communication and six years of experience as an Administrative Assistant, I have honed my skills in providing exceptional customer service and maintaining efficient office operations.

At my previous role, I developed strong organizational abilities that allowed me to manage various administrative tasks effectively while maintaining a detail-oriented approach. My adaptability has been crucial in navigating the dynamic nature of office environments, ensuring that all tasks are completed efficiently and accurately. I take pride in creating a welcoming atmosphere for clients and colleagues alike, reflecting the values of integrity and teamwork that ABC Corp embodies.

I am proficient with Microsoft Office Suite and familiar with essential office equipment, allowing me to handle front desk operations seamlessly. My strong communication skills enable me to engage with visitors professionally while managing incoming calls and emails promptly. I understand the importance of being approachable and friendly—traits that enhance client interactions—and strive to make every interaction positive for those who enter your organization.

I am particularly drawn to ABC Corp's commitment to fostering collaboration among employees while delivering top-notch services. I believe my background aligns well with your mission of excellence, as I aspire to contribute positively within such an innovative environment.

Thank you for considering my application. I look forward to the possibility of discussing how my experiences align with the goals at ABC Corp.

Sincerely,
Chris Singh