

EMILY BANKS

PARKVIEW, MO 64155
(555)555-5555 | EMILY.BANKS@MONSTER.COM

DATE

Oct 14, 2026

Dear Hiring Manager,

I am writing to express my interest in the Front Desk Receptionist position at Target Company Name, as advertised. With a Bachelor of Arts in Hospitality Management and nine years of experience as a receptionist, I have honed my skills in customer service and communication while fostering a welcoming atmosphere for both clients and colleagues.

Throughout my career, I have developed strong interpersonal skills that enable me to connect with diverse individuals effectively. My adaptability allows me to thrive in dynamic environments, ensuring that each visitor receives the attention they deserve. I take great pride in maintaining an organized front desk area, which reflects my detail-oriented approach and commitment to creating a positive experience for all stakeholders.

In previous roles, I have successfully managed incoming calls and handled scheduling duties while collaborating closely with team members to enhance operational efficiency. My proactive problem-solving abilities contribute to seamless interactions within the office environment. With proficiency in Microsoft Office Suite and various office management software, I am equipped to support administrative tasks effectively.

I admire Target Company Name's dedication to integrity and customer-centricity—values that resonate deeply with me. As part of your team, I look forward to contributing positively by leveraging my organizational skills and passion for exceptional service.

Thank you for considering my application. I am eager for the opportunity to discuss how my background aligns with the needs of your organization.

Sincerely,
Emily Banks