

<Insert your name>

<Insert your full address>

<Insert your phone number>

<Insert your email address>

<Insert date>

Dear <Insert contact name>,

I am interested in applying for the receptionist job opening at <Insert company name>. My experience includes several years as a receptionist working in a busy work environment. I was responsible for handling multiple phone lines and a large professional staff.

Additionally, I have strong communication, administrative, and customer service skills. There is a variety of software programs that I am quite proficient in using, including <Insert software programs>.

I feel that my skills and work experience make me an excellent candidate for this receptionist position.

Thank you for your time and consideration. I anticipate hearing from you soon to arrange a time for an interview.

Sincerely,

<Insert your signature>

<Insert your typed name>