

Matthew N. Miller

(225) 323-4567 - nmiller@gmail.com - 88 Geraldine Lane, Shreveport, LA 71118

02/08/2022

Seth Bailey
Acme Inc.
31 Lynn Avenue, New York, NY 10018

Dear Mr. Seth Bailey,

I am sending my resume along with this letter to express my interest in the job opening you have posted on monster.com for a receptionist. I have three years of experience as a receptionist along with other skills that I believe make me the perfect candidate for this job. I have worked as a receptionist at Other Company for three years. As you probably know, this is an exceptionally busy environment with a significant amount of both foot and phone traffic. My daily tasks include working with a multi-line phone system, interacting with vendors, and assisting customers. I believe these skills will translate very well to working in the same position at your company.

Currently I greet and direct more than 50 customers and visitors each day. I also answer and route close to 200 phone calls each week. I provide company information, directions to our headquarters, and front-end customer support. I have also been cross-trained to work with our corporate security team. My duties include filling out security incident reports, reporting suspicious activities, and working directly with the local fire and police departments to ensure that the building is safe and secure at all times.

I also place outgoing phone calls to confirm appointments, engage with UPS and DHL staff, and issue guest and temporary badges. I am proficient in Microsoft Office and Google Docs having obtained a certificate of completion in Office Applications from Local Community College. I place orders for office supplies and maintenance materials at the direction of our office manager.

Over the years, I have earned several awards for my performance as a receptionist. This includes employee of the year in 2015. I truly enjoy working with people on a daily basis, and providing them with the best possible experience as they interact with Other Company. I would love the opportunity to do the same at your organization as well.

For more details about my skills and past experience, please refer to my attached resume. I have included several references for your convenience. I am enthusiastic about this position, and would love to meet with you to discuss any details.

Sincerely,
Matthew N. Miller

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Huangqi Zhang



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