Dear Ms. Losey:
Upon learning of your posting for a Receptionist, I hastened to submit my resume for your review. As a highly organized and efficient professional with comprehensive reception and general administrative support experience, along with exceptional interpersonal and time management abilities, I am prepared to significantly contribute to Kinfix's goals and objectives in this position.

My background includes providing key office support while greeting and scheduling customers and maximizing efficiency and productivity. From managing multi-line phone systems and resolving customer inquiries to scheduling appointments and providing outstanding customer service, I excel at prioritizing tasks, collaborating with staff, and implementing highly effective organizational processes.

Highlights of my experience include:

•Performing diverse receptionist responsibilities—including phone management, correspondence, and scheduling—while ensuring optimal efficiency.

•Handling high-volume phone lines, efficiently and accurately routing up to 200 customer calls each day.

•Greeting customers upon office arrival, ensuring prompt attention and providing consistently outstanding customer service.

•Demonstrating a solid commitment to providing excellent support within fast-paced environments to facilitate achievement of organizational success.

•Excelling at balancing multiple tasks while providing top-level organization and communication skills.

My skills in reception position me to excel in this role, and I am confident my additional strengths will readily translate to your environment. The chance to offer more insight into my qualifications would be most welcome. Thank you for your consideration; I look forward to speaking with you soon.

Sincerely,

Derek V. Lawrence