

Sample Front Office Assistant Cover Letter

Your Contact Information

Mario Trask
1570 Cladwell Road
Brighton, NY14623
Mobile: 585-214-8448
E-mail id: t.mario@example.com

Employer Contact Information

Mr. Ronald Powell
Brightex Group Ltd. 2880 Tori Lane Salt Lake City, UT84111

Date: June 18, 2011

Dear Mr. Powell,

I am looking forward to apply for the position of front office assistant with your organization;

I was very enthusiastic after seeing this opportunity in the newspaper. You can go through my qualifications in my attached resume.

From the last seven years, I have been working as a front office manager for Intercontinental Group of Hotels. Earlier to this, I was working as an assistant front desk manager for the same organization for two years.

I have completed my studies in Hotel Management with honors. With my managing abilities, communication skills, experience and ability in managing various tasks at once; I am sure that I will be the best choice for this post.

I would prove to you that I am the best candidate in a personal meeting. You can call me at 585-214-8448 or e-mail me at t.mario@example.com. I am confident that I would be bringing a huge deal of benefit for your organization. I await a reply from your side.

Sincerely,
Mario Trask
Your Signature

Enclosure: Resume

Front Office Assistant Cover Letter

Front office assistants are also as information clerks or receptionists. Their main responsibility is answering all the incoming calls and directing those calls to the respective person and fix the appointments with organizations directors and chairpersons. Usually front office assistants are the first persons who are known to greet the guests as soon as the step inside companies, establishments and hotels. The duties of the front office manager will differ depending on the kind of organization he/she has been working in. Also, they have to check-in the guests, collect all the required information like scheduling appointments and processing transactions.

Sometimes they are responsible for scheduling the conference room meetings, proving the guests with correct information about the specific office or organization. The non-routine duties of these professionals are updating the appointment calendars, handling outgoing and incoming calls, recording important messages for the employees. There is no specific degree required for this profession, but the employers will want at least a high school degree to qualify for this post. Some of the office will offer special training, so that the candidates can learn phone etiquettes and how to carry out other functions.

Front office assistants need to have excellent listening skills, customer service and interpersonal skills. Employers will always look for candidates who are able to communicate, professional and friendly in nature. Front office assistants need to have some basic knowledge about operating computers, since they have to handle many things throughout the day. Front office assistants need to be very organized and should know how to juggle more than two things at a time.

If you have a high school degree and the required skills, then this can be a promising career for you. Here is a sample front office assistant cover letter that you can refer to.

Try writing your cover letter in the same manner. Keep it focused, short and simple.