

Front Office Assistant Cover Letter - Cover Letter Template

Most cover letters follow an established, easy-to-learn format that you can adapt to any type of job position.

Contact Information:

(Your Name) Sender address and contact info at top. (Your address and the date can be left-justified, or centered.)

(Address)

(Today's Date: Month, Day, Year)

(Hiring manager's name) (if you have it)

(Hiring manager's company name)

(Company address)

Salutation:

Dear Mr./Ms./Dr. LastName:

(include the company contact's name if you have it. Otherwise use „Dear Sirs“)

Opening paragraph: Briefly identify what job position you are applying for and how you learned about the vacancy. For instance: Regarding the (**Front Office Assistant** - job title) position currently advertised at Jobsportal.com, please find attached a copy of my resume for your consideration. You will see from my resume that my experience has been gained in careers not directly related to (insert the industry you are moving into).

2nd paragraph: In this section you can refer your qualifications, experience and expertise, and refer to your resume if it is attached. For example: As you can see from my attached resume, I believe the knowledge and skills built up during this time make me the right/perfect candidate for the role, and I have over (time period) experience in the (Sector) industry. I am confident that I can bring this level of success with me to your organisation and help (company name) build upon their reputation as (state their position in market - learned through your research). I believe my contribution will have an immediate impact on the business, considering my previous experience and expertise.

3rd paragraph: If you have attached your resume, mention it in this paragraph. Then conclude your cover letter by thanking the employer for considering you for the position, e.g. Thank you for your time and consideration. I look forward to meeting with you to discuss my application further.

End cordially

Yours sincerely,

Your name

(Note: Try to do all this in just one page)