

Receptionist Part-Time Job Cover Letter Sample

It is my pleasure to be contacting you regarding the Receptionist position posted for part time. I have several years' experience as an administrative assistant at both large corporations and small media companies. I understand the importance of being personable, professional, and focused. I understand that good support staffs are the lynchpin of a successful business.

My experience working as a Talent Relations Assistant at Sirius XM Radio was paramount in my mastery of multitasking under pressure, and putting customers and clients first. I worked directly for the Vice President, managing his day to day along with the departmental needs of a small staff. I've also served as an administrative consultant to small media firms and entrepreneurs. This experience fine-tuned my abilities to work independently and cater to very specific needs for multiple businesses at one time.

I truly appreciate your time and consideration. I look forward to hearing from you soon.

Sincerely,

(Signature)

[Your Name]