## **Receptionist 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 a good support staff is 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.