

Albright Corporate Services
Attn: Diana Miller, Office Manager
354 S. Main St., Ste. #47
Houston, TX 75846

Cynthia Rosenthal
836 E. 49th Ave.
Houston, TX 78549
Phone: (555) 555-0198
Email: crose@email.com

Dear Mrs. Miller,

I am writing in reference to the receptionist position available at Albright Corporate Services. After careful review of the position description, I am confident that I am an exceptional candidate.

In my previous receptionist position, I worked for a medium-sized office in which I assisted a staff of five with administrative and office duties. In that role, I was responsible for answering a phone with seven lines, processing and filing office paperwork, writing interoffice memos, dictating and transcribing letters and related correspondence, and entering data into Excel and Access spreadsheets.

After reviewing my resume and references, I believe that you will also find that I am an excellent fit for this position. If you have any further questions, please don't hesitate to contact me using the information at the top of this letter. Thank you for your time and consideration in reviewing my information.

Respectfully,

Cynthia Rosenthal

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