

Elizabeth Simpson

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Julie Bell
Hiring Manager
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Dear Sirs

I should like to apply for the position of Receptionist, as advertised recently. I have worked in a number of customer facing 'front line' roles and very much enjoy interacting with the public and visitors to reception provide the perfect opportunity to do this! I am very presentable, well organised and capable, with a pleasant attitude and an excellent telephone manner. As part of my reception duties I have been used to fielding phone calls, routing calls, taking messages, booking meeting rooms, organising refreshments, signing for deliveries and organising couriers. I also manage the Rota for the reception staff and ensure that the area is kept clean and tidy at all times.

I have worked for a variety of different companies in this role and am seeking a new position owing to relocation of our company to an area outside the region.

I am available for interview at your convenience and references are available on request.

I attach my CV and look forward to hearing from you as appropriate.

Yours faithfully

Elizabeth Simpson

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