

# Receptionist CV Example - Template

Your name - number

1 Job Hunter Way, Employmentville, UK. EM1 5LO

Your email address here

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**Professional Profile** As a Receptionist I have a very polite and professional manner. My telephone manner has been described as delightful, and I am a great first impression for any company. I am neat and well presented, and very passionate about customer care.

- Highly Competent.
- Sensible and practical.
- Approachable and Friendly.
- Neat and Presentable.
- Highly organised.
- Fun.
- Caring.
- Flexible.
- Adaptable.

## **Professional Qualifications.**

Willing to Attain.

## **Work History**

### **January 2010 - Present**

Receptionist, Bob Car Sales, London

Working for this small local car showroom as a receptionist my main duty was to field calls from customers and also be the first impression for customers visiting the showroom. I would take notes or transfer calls to appropriate colleagues, deal with DVLA and insurance queries, run HPI checks, and credit checking. I would also welcome clients into the showroom and introduce them to a sales person. I would also give all clients a follow up courtesy call to ensure their cars were ok.

### **January 2008- January 2010**

Receptionist, NHS hospitals, London.

I worked for this NHS hospital on the main front do as a receptionist. My main duty was to welcome patients and their families into the hospital and help them if they needed advice or directions around the grounds. I would also have to act as a switchboard to connect patients and kin of patients to relevant wards and departments, as well as liaising with GP surgeries and clients via mail, fax and email.

### **January 2007 – January 2008**

Receptionist, Canny Communications, London

Working for a large communications call centre on the reception saw me mostly dealing with clients coming to see us to use our services, or candidates coming seeking employment. I would often have to handle CV's of job seekers and pass them to relevant departments, or liaising with colleagues to advise them a client had arrived.

## **Education**

GCSE 10xA Grades including English, Maths and Science.  
Londonberry Comprehensive School  
London  
2001

## **References**

References are available on request, or in writing to the above previous employers.

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