

Gregor Moses

Receptionist
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December 12, 2024

ALASTAIR HENSON

Senior Hiring Manager
Mercedes Benz
(987) 654-3210
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Dear Mr. Henson,

Receiving 99% positive client feedback in 2022 was the highlight of my receptionist career to date. Feedback forms mentioned my professional demeanor and prompt handling of requests. I am excited to provide the same outstanding service to customers as a receptionist at Mercedes Benz.

Mercedes Benz's focus on customer care makes it the ideal environment for my skills. My commitment to client satisfaction will make me an asset to the company. Below are three of my recent achievements:

- Redesigned the booking system to reduce appointment wastage by 37%
- Praised for high efficiency by managers in my most recent pay review
- Reduced stationary costs by 30% by sourcing more cost-effective suppliers and implementing a new inventory system

I would like to meet to explore how my skills and qualities can help Mercedes Benz provide incredible customer experiences in 2021. Please don't hesitate to get in contact to arrange an interview appointment.

Sincerely,

(Insert Signature Here)

GREGOR MOSES