

Eleanor Phan

Receptionist
San Francisco, CA 11223
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(345) 678-9012
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February 8, 2024

Nancy Jennings
Senior Hiring Manager
Autodesk
(998) 877-6655
njennings@youreemail.com

Dear Ms. Jennings,

In 2023, I was shortlisted for the "Corporate Receptionist of the Year" award based on my ability to work quickly under pressure and my warm and professional attitude. I hope to bring the same standards of excellence to the senior receptionist role at your company.

Autodesk's mission to provide the highest possible service standards to its clients is a perfect match for my skill set. As an efficient receptionist with more than 12 years of industry experience, I believe that I am the ideal candidate to lead the Autodesk reception team. My recent successes include:

- Efficiently managing the appointments schedule with a 98% accuracy rate in 2020
- Assisting with hiring and training four new receptionists who all went on to become permanent team members
- Exceeding timescale targets for resolving client queries by 45% over three years

I would like to meet to explore how my strong leadership and excellent organizational skills can benefit both clients and colleagues at Autodesk. Please feel free to contact me to schedule a convenient interview time.

Sincerely,

(Insert Signature Here)

Eleanor Phan