

Emily Garcia

example@myemail.com | (098) 765-4321

456 My Street, San Diego, CA 76543

Beverly Johnson

Valley Dental Care

123 Your Street,

Houston, TX 12345

(123) 456-7890

example@youreemail.com

[month, day, year]

Dear Ms. Johnson,

Handling a high volume of calls while greeting patients at the front desk reception at my current position has taught me excellent customer service skills in a busy environment. I believe my reliability and positive attitude led management to praise my work often.

After seven years of experience as a receptionist, I am drawn to Valley Dental Care's impressive reputation for quality patient care. Your clinic's focus on customer service is a great fit for my skills.

I'm excited to tell you about how my past achievements have prepared me for this opportunity. A few of my previous successes include:

- Managing a welcoming front office environment by maintaining a cheerful attitude and keeping the lobby clean and organized
- Inputting data into Electronic Health Records systems with 100% accuracy
- Training new administrative staff on front desk operations

I would love to set up a time for an interview to discuss this opportunity further. Please let me know what time is best for you.

Best Regards,

Emily Garcia

P.S. I also want to tell you how I assisted management with converting to a new scheduling software without any issues.