

# Eleanor Phan

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456 My Street, San Diego, CA 76543

Nancy Jennings  
Nancy Jennings  
123 Your Street,  
Houston, TX 12345  
(123) 456-7890  
example@youremail.com

[month, day, year]

Dear Ms. Jennings,

I was shortlisted for the Corporate Receptionist of the Year Award in 2020, my proudest career achievement to date. My colleagues cited my ability to work efficiently under pressure and my warm and professional attitude when they nominated me for this honor. I hope to bring the same driven work ethic and excellent service standards to the role of Senior Receptionist 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,

Eleanor Phan

P.S. I would love to explain why a major client singled me out for praise for my attention to detail last month!