

EMILY GARCIA

Receptionist
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BEVERLY JOHNSON

Office Manager
Valley Dental Care
(987) 654-3210
bjohnson@valleydentalcare.com

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,

(Insert Signature Here)

EMILY GARCIA

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