

**Elizabeth Harris**

Receptionist | eharris@youremail.com | (123) 456-7890 | 123 Juniper Street, Atlanta, GA 09876

February 1, 2021

Joanna Wilson  
Office Manager  
APN Software Solutions  
(987) 654-3210  
jsmith@apnsoftware.com

Dear Ms. Wilson,

As a recent high school graduate, I am excited to begin my career in the administrative field as a receptionist. My journalism teacher said that I display initiative and maturity. During school, I was involved in various extracurricular activities, including working on the school newspaper, the yearbook and my involvement in student government.

Your ad states you are looking for a team player with strong organizational skills and the ability to work independently. I believe I fulfill those requirements as my achievements in the following areas attest:

- Team player: As class treasurer and a member of the yearbook staff, I have learned the value of cooperating with others.
- Organizational skills: My honors classes have required me to be organized and efficient with my study habits.
- Independent worker: While working on the yearbook and newspaper, I was often responsible for gathering information and meeting personal deadlines.

I would enjoy talking with you more about your receptionist position. Please feel free to let me know when you are available.

Best Regards,

Elizabeth Harris

P.S. I'd also like to tell you how I received Employee of the Month at my part-time job.