

EMILY GARCIA

Receptionist
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BEVERLY JOHNSON

Office Manager
Valley Dental Care
(987) 654-3210
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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 how my achievements have prepared me for this opportunity. These highlights include:

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

I'd love to discuss this opportunity with you further. Please let me know what day and time are best for you. Thank you very much for your consideration.

Best Regards,

(Insert Signature Here)

EMILY GARCIA