

[Your Full Name]
[Phone Number]
[Email Address]
[LinkedIn Profile/City, State]

[Date]

[Hiring Manager Name]
[Company Name]
[Company Address]

Dear [Hiring Manager Name],

I am writing to express my enthusiastic interest in the [Job Title] position at [Company Name], as advertised on [Platform]. As a highly organized individual with a strong commitment to professional communication and administrative excellence, I am eager to launch my career with your team and contribute to the high standard of service provided to your clients.

Although this would be my first formal role as a receptionist, I have developed essential interpersonal and organizational skills through [mention school projects, volunteer work, or extracurricular activities]. I am proficient in [mention software, e.g., Microsoft Office, Google Workspace] and possess a natural ability to remain calm and helpful in fast-paced environments. My background in [mention a specific skill, e.g., student council or community service] has prepared me to handle multi-line phone systems, guest greeting, and detailed scheduling with accuracy and a positive attitude.

What draws me to [Company Name] specifically is [mention one specific detail about the company]. I am confident that my reliability, quick learning ability, and dedication to excellence will make me an asset to your front-desk operations.

Thank you for your time and for considering my application. I look forward to the possibility of discussing how my skills align with the needs of [Company Name].

Sincerely,

[Your Signature (if sending by mail)]
[Your Typed Name]