

Kaylee Williams

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Dear MS. Rush,

I am a highly trained receptionist position in your office. I have a history of going above and beyond the job requirement, and I know I could step in and immediately make an import on your company. My object as a receptionist is to consistently represent the firm in a professional way, and my expertise aligns with the qualifications needed for the position at Boyer Law Firm.

To give you an example of a past secretarial accomplishment, I developed a new employee manual in my previous position and continually sought opportunities to improve administrative operations. While my on-the-job experience has afforded me a well-rounded skill set, including first-rate resourcefulness and attention to detail, I excel in the following areas:

- Screening calls, including media and public relations inquiries.
- Coordinating gatherings for 50+ employees on a regular basis.
- Handling visitors with discretion and poise.
- Working as part of a team to accomplish tasks efficiently .

In the course of my work, I have regularly supported meeting behind the scenes and maintained file systems. Additionally, I am a focused worker and I coordinated a company headquarters move while ensuring no lapses in correspondence. I am extremely enthusiastic about Boyer law Firm's focus on family law and would love the opportunity to contribute to your success in serving women and children who have been victors of abuses.

My resume details my additional work experience. I appreciate your time and will follow up to request an appointment to discuss how my experience and background meets your needs.

Sincerely,

Kaylee Williams