


Candace D. Garris

Receptionist

Details

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 CandaceDGarris@gmail.com

 United States, 2334 Marshall Street, Baltimore

From

Candace D. Garris

Receptionist

To

Edward Reynolds

Sentronix Corporation

Dear Mr. Reynolds,

I am writing to apply for the Receptionist position at Sentronix Corporation as advertised on Indeed.com. With my excellent communication skills, attention to detail, and strong organization abilities, I am confident in my ability to contribute to the efficient operation of your company.

As a Receptionist with over five years of experience in both corporate and hospitality environments, I have developed a diverse skill set that aligns perfectly with the requirements of this role. Through my previous positions at reputable organizations such as MetroCorp and Elite Hotels, I have honed my ability to prioritize tasks effectively and provide exceptional customer service.

My proficiency in managing a multi-line phone system ensures that all calls are handled promptly and efficiently. Additionally, I excel in managing front desk operations including greeting visitors, coordinating appointments, and handling incoming/outgoing mail. My strong computer skills coupled with my ability to quickly learn new software systems make me an asset in managing complex scheduling tasks.

I believe that my experience and dedication to providing exceptional service make me an ideal fit for the Receptionist role at Sentronix Corporation. I am excited about the opportunity to contribute to a dynamic and successful team like yours.

Thank you for considering my application. I look forward to the opportunity to further discuss how my skills can benefit Sentronix Corporation at your earliest convenience. Please feel free to reach me via phone or email provided above.

Thank you once again for your consideration.

Sincerely,

Candace Garris