**Jenny Austin  
Front Office Assistant**

123 Your Street, Your City, ST 12345, (123) 456-7890, email@example.comhorizontal line

4th September 20XX

[Hiring Manager]

123 Address St

Anytown, ST 12345

Dear [Hiring Manager],

I am writing to apply for the position of Front Office Assistant with [Company Name]. As a customer service- oriented professional with a demonstrated commitment to providing exceptional administrative assistance and customer service, I am confident that I am the ideal candidate for this role.

In my current role as Front Office Assistant with [Company Name], I am responsible for maintaining reception, providing clerical and administrative support, and customer service. My key duties include: greeting visitors, handling customer inquiries, answering phones, scheduling appointments, sorting mail, and filing documents.

I have established a reputation for being a customer service expert, having consistently provided friendly and helpful assistance to customers. I am also highly organized, detail- oriented, and adept at multi- tasking. Additionally, I am experienced in using various computer programs such as Microsoft Office and Google Docs.

I am confident that my expertise, customer service skills, and commitment to excellence make me an ideal candidate for this position. I am available at your convenience to discuss my qualifications in more detail.

Thank you for your consideration.

Sincerely,

**Your Name**horizontal line