

Receptionist cover letter

Two sample letters, experienced and fresher. Keep the one closer to your situation, replace the text in [brackets] and every detail with your own.

SAMPLE LETTER: EXPERIENCED

Dear Hiring Manager,

I am applying for the Senior Receptionist position at [Organisation name]. I have five years of front office experience, currently at the corporate office of a mid-size engineering company in Pune with about 400 employees and frequent client visits.

I manage the reception desk, the visitor management system, meeting room bookings, courier and mail, and the main telephone line. When I joined, visitors waited at the gate while security called the host from a paper list. I worked with the admin manager to set up pre-registration through the visitor software, so that hosts could add expected guests in advance and visitors received a QR pass on their phones. Gate waiting time fell sharply, and our security audit noted the improved visitor records.

I also coordinate travel bookings and cab requests for visiting clients, maintain the stationery stock and support the HR team on joining days by preparing ID cards and welcome kits. I train new front desk staff and cover the desk for planned leave.

My notice period is thirty days. I would be glad to meet you and discuss how I can support your office.

Regards,

[Your name]

SAMPLE LETTER: FRESHER

Dear Hiring Manager,

I am applying for the Front Desk Receptionist position at [Organisation name]. I completed my B.A. this year and, during my final year, worked part time at the reception of a coaching institute in Jaipur, where I was usually the first person students and parents met.

At the institute I greeted visitors, answered the phone, booked counselling appointments and handled fee receipts under the office manager's supervision. On admission days the waiting area became crowded and parents grew impatient. I suggested a token system with a simple register and a whiteboard showing which counsellor was free. The manager agreed, and waiting-area complaints almost stopped during the next admission season. I also kept the visitor register and courier log up to date and passed every message on in writing.

I speak English, Hindi and Rajasthani, type quickly and am comfortable with MS Office, email and Google Calendar. I know that a receptionist sets the tone for the whole office, so I take grooming, punctuality and a calm manner seriously.

I can join immediately and I am available for the morning shift. Thank you for considering my application.

Regards,
[Your name]

BEFORE YOU SEND IT

- Name the setting you know, such as corporate office, clinic, hospital or hotel front desk, because each one has different systems, visitors and confidentiality rules.
- Mention the tools you have used, such as visitor management software, EPABX phone systems, appointment software or MS Office, in one simple sentence.
- Show one instance where you made the waiting experience smoother, such as reminders, tokens or pre-registration; employers remember a receptionist who fixes small daily problems.
- State your shift availability and the languages you speak near the end of the letter, and keep the tone warm but brief, since the letter itself is a sample of your communication.