**Sally Jones**

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Dec. 16, 2016

George Smith

Senior Partner

Smith & Brown Partners

412 E. Roseville Parkway, Suite 4

Roseville, CA, 95661

(916) 454-5544

gesmith@sandbpartners.com

RE: Receptionist Position Application

Dear Mr. Smith:

I am writing to apply for the receptionist position at your firm, Smith & Brown, in Roseville, CA. Your firm has a tremendous reputation, and as such I would love the opportunity to join your organization and assist with office organization, internal and external communication, secretarial work, and of course, receiving clients.

I have over seven years’ experience as a receptionist in the Northern California area. During that time, I have worked for two successful organizations and have provided tangible assistance and achieved real progress in helping those companies.

At Green Leaf Financial I was responsible for organizing meetings and preparing meeting facilities. I scheduled more than 20 appointments per month and managed to receive all clients with the utmost professionalism, developing a strong repertoire with many of our top customers. I also facilitated nearly all internal official communication and was responsible for much of our external communication, including following up with clients and putting our firm newsletter together.

At Waypax I have achieved even more. I schedule more than 60 meetings a month, all of which require juggling meeting room schedules and preparation work, including providing refreshment, ensuring rooms are up to par in terms of presentability, and providing all attendees with required documents and materials. Furthermore, I am the first point of contact for clients when they walk in. As such, I take my role very seriously and treat each guest as a VIP. I have never received any kind of complaint, and have been acknowledged officially by the firm on four separate occasions.

 With my strong record and years of experience, I am confident I would fit in well at Smith & Brown. If you are so inclined, I would jump at the opportunity to visit you for an interview. Thank you for your time and consideration of my application. I look forward to hearing back from you at your convenience. Thank you again.

Sincerely,

Sally Jones

Enclosed: Resume