ABDULHAKIMALI

abdulhakimmohamed07@gmail.com

June 04, 2020

Pangea Pod Hotel

RE: Front Desk Agent

Dear Hiring Manager,

I am a motivated professional with customer service proficiency and extensive Front Desk Receptionist experience. Recently, I learned of Pangea Pod Hotel's opening for the Front Desk Agent role and I was compelled to contact you with my interest. I believe that my professional background and industrialist drive make me an ideal candidate for this opportunity.

As a person who thrives in high-pressure and fast-paced situations, I strive for positive results through the application of my abilities in check in and check out procedure and multi-line phone operation. Additionally, I possess expertise in bookkeeping and an aptitude for optimizing performance and motivating colleagues. In any position, I am able to visualize success and identify innovative and effective strategies for achieving it.

I have artfully balanced workplace objectives and productive relationships, inspiring strategies and insightful suggestions to achieve a competitive business edge. My critical thinking and decision-making strengths have enabled my professional growth.

I have been out of the field for a time due to some unexpected medical issues. Everything has been taken care of and I am ready to get back into the workforce. I would be open to elaborate more if you have further questions!

I have enclosed my resume for your review. I will try and contact you within the week to discuss the next steps in your hiring process. I appreciate your time and consideration of my candidacy to become your new Front Desk Agent.

Sincerely,
ABDULHAKIM ALI