

5 November 2018

To whom it may concern:

I'm writing to apply for the part-time evening receptionist position your office listed on [indeed.com](https://www.indeed.com).

I have several years of office experience working in administrative support roles, and while most of my previous work has been in art or publishing settings, I strongly believe in the value of the services offered by CORA, and would consider it a privilege to apply my administrative experience as an addition to your team.

Typically my past jobs required me to maintain databases, keep in close contact with patrons, clients, or other relevant people, and prepare files for office record-keeping or export. It has been essential for me to develop my multi-tasking abilities in these past positions; I managed deadlines, databases, and special projects, while serving as a key point of contact in the office.

I have also worked in customer service roles for several years as a waitress, barista, and library worker. I am very comfortable greeting clients and visitors, and as a rule I will serve as a friendly first point of contact at CORA in a way that is always professional, respectful, and kind.

My resume is attached. Thank you for considering my application, and I look forward to hearing back from you.

Sincerely,

Naomi Alao Etsehiywot