

Jordan Smith

January 16, 2026

Acme Corporation

RE: Career Change Front Desk Agent

Dear Hiring Manager,

I am writing to express my enthusiasm for the Career Change Front Desk Agent position at Acme Corporation, as advertised on LinkedIn. With a strong background in customer service and a passion for creating positive guest experiences, I am excited about the opportunity to contribute my skills to your team.

In my previous role as a Sales Associate at Retail Solutions, I consistently exceeded sales targets by 20% through personalized customer interactions and effective problem-solving. This experience honed my ability to quickly assess customer needs and provide tailored solutions, which I believe is crucial in a front desk role. Additionally, I developed a training program for new employees that improved our customer satisfaction scores by 15%, showcasing my leadership and commitment to fostering a welcoming environment.

Moreover, during my volunteer work at the Community Hospitality Center, I managed the front desk and coordinated services for visitors from diverse backgrounds. This role required me to handle inquiries, manage scheduling, and resolve conflicts efficiently, all while maintaining a professional demeanor. The skills I developed in this position directly translate to the responsibilities of a Front Desk Agent, where multitasking and excellent communication are vital.

I am eager to bring my experience and enthusiasm for guest services to Acme Corporation and would love the opportunity to discuss how I can contribute to your team. Thank you for considering my application. I look forward to the possibility of speaking with you soon.

Sincerely,

Jordan Smith