

Jordan Taylor

January 16, 2026

Acme Corporation

RE: Entry Level Front Desk Agent

Dear Hiring Manager,

I am writing to express my enthusiasm for the Entry Level Front Desk Agent position at Acme Corporation, as advertised on your careers page. With a passion for hospitality and a commitment to providing exceptional customer service, I am excited about the opportunity to contribute to your team and create memorable experiences for guests.

During my time as a volunteer at the local community center, I honed my communication skills while assisting visitors with inquiries and providing information about available resources. This experience taught me the importance of a welcoming first impression and how to handle diverse customer needs effectively. Additionally, my part-time role at a retail store allowed me to develop my multitasking abilities, where I successfully managed point-of-sale transactions while ensuring a high level of customer satisfaction, receiving positive feedback from both customers and management.

I am particularly drawn to Acme Corporation due to its commitment to excellence and innovation in the hospitality industry. I believe my strong work ethic and proactive approach to problem-solving would make me a valuable asset to your front desk team. I am eager to bring my organizational skills and attention to detail to help create a seamless check-in experience for your guests.

I would love the opportunity to discuss how my background, skills, and enthusiasm align with the goals of Acme Corporation. Thank you for considering my application; I look forward to the possibility of contributing to your esteemed organization.

Sincerely,

Jordan Taylor