**Emily Garson’s Cover Letter**

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To whom it may concern,

I am writing to apply for the position of receptionist for the Head Office at Story Homes as I feel I would be a brilliant member of your team and I would love the opportunity to tell you why.

From a very young age I have always been told how friendly, kind, bubbly and outgoing I am and, through many of my five-star reviews while working in the spa industry, clients have always felt that I added to their positive experience through using those exact words as well as another key word – professional. I am extremely confident in finding the balance between friendliness and professionalism which is essential with both clients and colleagues. It is incredibly important to treat both with respect and dignity as they are equally important for helping Story Homes further thrive. I am a confident individual and am always willing to help in any way I can to further support my colleagues and the business and through this, I have always been well liked and the support and respect I give has always been received equally, ensuring harmony in the workplace.

I am a good listener, eager to learn and broaden my skills and knowledge which I feel, in turn, has made me a very adaptable person. I have always been dedicated to my work and strive to give the best I can in every situation. Enthusiastic, ambitious and driven, these are qualities that I feel positively impacts co-workers ultimately ensuring a more efficient and positive workplace environment which clients pick up on – this is very important as I feel it makes a huge difference in a client’s experience with Story Homes.