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|  | | |  | Jordan Alexis | |
| Date  [Recipient Name]  [Title]  [Company] | [Recipient Street Address]  [Recipient City, ST Zip] |
| Dear Hiring Manager Hello, my name is Jordan Alexis and I’m interested in filling your receptionist job. It may please you to know I have experience in:  • IT Savvy  • With two years of experience with handling information for clients.  • Intermediate experience in using Microsoft Office.  • Excellent oral and verbal communication.  • Experience with entering data for an Event calendar  • Experience using Google Cloud Computing  • Experience handling a Social Media Account  • Shipping products to Customers  If you would like, I would love to talk more about my experiences within the field so that you can better access my background.  Thank you for taking the time to review my resume. I look forward to talking with you.  Sincerely,  Jordan Alexis | |
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|  |  | Brooklyn NY |
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