

Cookshire-Eaton, February 24, 2022

Dr. Lise Masque
Clinique Aux Bons Soins
12, rue des Médicaments
Cookshire-Eaton (Québec) JOB 1MO

Object: Service offer for the position of secretary-receptionist

Dr. Masque,

To follow up on the position offer for secretary-receptionist posted on Indeed, I am sending you my resume. It is with great enthusiasm that I undertake this initiative with you.

In addition to my diploma in secretarial-accounting, I also have two years of experience in the secretarial and reception domain, in which I learned to use various programs adapted to the realization of my tasks. Furthermore, I possess six years of experience in the field of customer service, which allowed me to develop many assets such as listening, sense of initiative and autonomy. In my work environment, I am considered welcoming, benevolent and having an excellent priority management skill.

My two years of experience in a retirement home allowed me to improve my writing and communication skills. Serious and motivated, I have all the necessary qualities to be part of your team.

Hoping that my application has caught your full attention, I am at your disposal for a possible interview.

Please accept, Dr. Masque, my best regards.

Lorraine Patiente
819 832-1513