

# Deanna Albrecht

Legal Office Receptionist

## Details

863-673-9698

deanna-albrecht@email.com

Fort Myers, FL

# To: Edward H. Hinkley

Hinkley Legal Associates

Dear Mr. Hinkley,

I am writing to express my interest in the Legal Office Receptionist position at Hinkley Legal Associates. With over five years of experience in administrative and customer service roles, I am confident that I possess the necessary skills and qualities to excel in this role.

As a Legal Office Receptionist, I understand the importance of being the first point of contact for clients and visitors. I have excellent communication and interpersonal skills, which have allowed me to effectively manage multiple phone lines, greet visitors, and handle inquiries with professionalism and efficiency. My previous experience working in a law firm has also equipped me with a solid understanding of legal terminology and procedures.

My biggest achievement in my previous role was streamlining the client intake process by implementing a new digital filing system. This resulted in a 20% increase in efficiency, allowing our team to better serve our clients. I am confident that my organizational skills and attention to detail will be an asset to your firm.

In addition, my ability to multi-task and prioritize tasks has allowed me to successfully handle a high volume of administrative duties while providing exceptional customer service. I am also proficient in various software programs such as Microsoft Office, which will enable me to handle clerical tasks effectively.

One of my best qualities is my ability to remain calm under pressure. In my previous role, I often dealt with challenging situations and demanding clients, but I always maintained a professional demeanor. I believe this quality will allow me to thrive in a fast-paced environment like Hinkley Legal Associates.

I am excited about the opportunity to join your team and contribute to the success of your firm. Thank you for considering my application. I look forward to discussing my qualifications further.

Sincerely,

Deanna Albrecht