**Receptionist Application Letter**

August 7, 2010

Human Resources Manager

**Helen’s Healthcare Products Limited**

# 80, Raman Street

Kotturpuram, Chennai

Dear Sir,

**Sub:  Application for the post of receptionist.**

I have come to know from Ms. Kavitha Nair, who is working in your firm as a stenographer, that you have a vacancy for a receptionist.  I would like to offer myself as a candidate for the same.

I came to know of the cordial work environment in your company and I am eager to be a part of it.  My resume attached to this letter will give you a clear picture of my qualifications and experience.  I speak English and Malayalam very well and can also converse in Hindi and Tamil.  I have a well-modulated voice and have experience in dealing with various inquiries on the phone.  Also, I can be of service in typing when required, as I have completed a course in stenography.

I hope I will be given the opportunity to attend a personal interview.

Yours Sincerely,

Susan Sunny

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