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STATEMENT OF PURPOSE

Dear Sirs:

I am writing to express my strong interest in the Front Desk Receptionist position at Marriott International. With my exceptional organizational skills, friendly demeanor, and passion for providing excellent customer service, I am confident that I would be a valuable asset to your team.

Having worked in various customer-facing roles throughout my career, I have developed a keen understanding of the importance of creating a positive first impression. As a Front Desk Receptionist, I believe that my ability to greet guests with a warm smile and make them feel welcome is crucial in setting the tone for their experience with the Marriott International company. I am excited about the opportunity to be the face of and contribute to its reputation for exceptional customer service.

In my previous role as a academic supervisor in university , I successfully managed a high volume of incoming calls, scheduled appointments, and maintained a tidy and organized supervision area. I am adept at handling multiple tasks simultaneously while ensuring that each visitor receives the attention and assistance they require. Additionally, my strong communication skills allow me to effectively liaise with colleagues and clients, ensuring smooth operations and a positive work environment.

I am particularly drawn to Marriott International commitment to innovation and its dedication to providing top-notch services to its clients. I am confident that my strong work ethic, attention to detail, and ability to adapt quickly to new technologies would make me a valuable addition to your team. I am eager to contribute my skills and contribute to the continued success of Marriott International.

Thank you for considering my application. I would welcome the opportunity to discuss how my qualifications align with the needs of Marriott International look forward to the possibility of joining your team as a Front Desk Receptionist.

Sincerely yours
Kouther Bushra