

AVERY CHEN

FRONT DESK ASSISTANT

Chicago, IL | avery.chen@example.com

Maple Community Center

Application for Front Desk Assistant

Dear Hiring Team,

I would bring hands-on volunteer experience welcoming visitors to the Front Desk Assistant role at Maple Community Center.

At Brookside Community Pantry, I volunteered two Saturday mornings per month from February through August 2026. I welcomed visitors, asked them to complete a paper sign-in sheet, and explained where to wait. When visitors had eligibility questions, I referred them to the volunteer coordinator. That experience would help me support your front desk's visitor greeting and sign-in process while passing questions to staff when needed.

For a local-history school project, I worked with three classmates and maintained our shared Google Docs outline and Google Slides presentation. I also presented one section. This gave me practice using shared documents as part of a group assignment, which I could draw on for the basic computer work required in this role.

I am looking for my first paid role involving visitor contact and am available for the posted weekday afternoon schedule. I would welcome an opportunity to discuss the position.

Sincerely,

Avery Chen