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# Example of Guest Services Associate Cover Letter

29378 Kshlerin Expressway  
South Garret, CA 11166-1009

**Dear Lennon Collins,**

I submit this application to express my sincere interest in the guest services associate position.

In the previous role, I was responsible for bellman services by escorting guests while delivering luggage to their room, giving guests a property overview and coordinating luggage check out and departing services if requested.

Please consider my qualifications and experience:

* Understanding of food and beverage service standards
* Self-motivated-requiring minimal supervision and able to take initiative
* Maintains a high level of organizational skills
* Maintain clear, continuous communication with other supervisors and management
* Excellent knowledge of Microsoft Office (especially Word and Excel) and database management software
* Cash Handling and/or Guest interaction experienced preferred
* ISC) Attractions experience preferred
* Previous Attractions experience preferred

**Thank you in advance for taking the time to read my cover letter and to review my resume.**

Sincerely,

Phoenix Altenwerth