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# Example of Travel Analyst Cover Letter

8532 McGlynn Freeway  
South Aronbury, KS 20861

**Dear Briar Christiansen,**

In response to your job posting for travel analyst, I am including this letter and my resume for your review.

In the previous role, I was responsible for non-personal service assistance as a Defense Travel Administrator and Agency Program Manager to directorate travel managers, budget officers, resource advisors, reviewing, and approving officials throughout all phases of planning and executing USCENTCOM’s travel requirements, to include the consolidation, compilation, and initial analysis of travel voucher and government travel charge card audits.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

* Proven track record of working autonomously with minimal direction
* Proactive and positive self starter
* Positive demeanour
* Highly engaged and motivated
* Passion, determination and hunger for an exceptional career development opportunity
* Help drive elevated associate experience
* Proficiency with Concur Travel and Expense system and Cognos reporting professional author
* Experience with SAP (not mandatory)

**I really appreciate you taking the time to review my application for the position of travel analyst.**

Sincerely,

Dylan Walsh