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# Example of Travel Analyst Cover Letter

62484 Yundt Radial  
Coletown, FL 68502-6200

**Dear River Kunze,**

I would like to submit my application for the travel analyst opening. Please accept this letter and the attached resume.

Previously, I was responsible for best suitable options for travel from available options and guide the travelers during travel period or VISA application process.

My experience is an excellent fit for the list of requirements in this job:

* Strong interpersonal skills, written and verbal communication skills, professional approach
* Experience with examining government travel system requests for completeness, accuracy, and conformance with procedures and regulations
* Experience providing travel management assistance and analyze government travel system reports
* Experience with the Defense Travel System
* Experience in budgetary requirements, military financial documents, reporting, analyzing, auditing, and travel policy
* Familiarization with DoD Financial Management Regulations (FMR), Joint Travel Regulations, USAF DTS Business Manuals, Air Force Government Travel Card Guide, and the USCENTCOM 55-5 Travel Regulation
* Will work closely with the workflow and portal development teams to enable online travel approvals and expense processing
* Managing tickets raised by end users, Finance Services and local Finance Teams as appropriate in accordance with SLAs

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

Sincerely,

Marion Schowalter