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# Example of Travel Executive Cover Letter

10860 Wintheiser Rapids  
MacGyverhaven, AR 99519

**Dear Briar Hintz,**

Please consider me for the travel executive opportunity. I am including my resume that lists my qualifications and experience.

In my previous role, I was responsible for support to Global Travel Manager in various projects.

Please consider my experience and qualifications for this position:

* Prior experience providing administrative support
* Strong sales negotiation and presentation potential
* Strict and emphatic observance of cultural etiquette in a commercial environment
* Enthusiasm and passion for winning
* Creativity in developing sales solutions for clients’ needs
* Fluency in other languages would be especially beneficial
* Strong sales experience in a relevant environment
* Proficiency on multiple GDS

**Thank you for your time and consideration.**

Sincerely,

Spencer Pacocha