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# Example of Valet Attendant Cover Letter

686 Schiller Pike  
Andersonstad, UT 56565-0342

**Dear Blake Wintheiser,**

I submit this application to express my sincere interest in the valet attendant position.

In the previous role, I was responsible for information and assistance to guests as requested, give them an orientation, have them register and is familiar with all hotel services and hours of operation.

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:

* Adhere to all policies and procedures of the Valet/Bell Department
* Provide a positive experience for guests, by maintaining Company and Department standards including but not limited to courtesy, sincerity, and enthusiasm to all guests and patrons of the hotel
* Park and retrieve all guests and patrons cars using care and caution at all times, following all departmental rules and regulations driving safety rules
* Write claim tickets for guest vehicles being parked as specified in departmental rules
* Complete duties of traffic control and monitoring driveway lanes to efficiently park and retrieve guest vehicles
* Carry out other duties and responsibilities as requested by the Valet/Bell Management
* Carry out duties of Bellmen
* Provide warm and sincere welcome/farewell for all guests of hotel including use of guest name & good eye contact with each guest

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

Sincerely,

River Weissnat