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# Example of Valet Attendant Cover Letter

5635 Jean Parkway  
West Joshuaport, OR 54745-2648

**Dear Gray Moore,**

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

In the previous role, I was responsible for current information about hotel facilities, services, and special events to guests.

Please consider my experience and qualifications for this position:

* This includes, but is not limited to, driving shuttles and working in coat check
* Provides claim check and instructs guests on how to reclaim vehicle
* Parks guest vehicles in specified areas in a safe and efficient manner
* Retrieves customer vehicles from specified areas in a safe and efficient manner
* Provides travel directions and information on property events and promotions
* Provides accurate and timely documentation and reports of departmental activities and status including claim checks, vehicle damage, statements, and conditions which require attention and/or repair
* Obeys all traffic laws on and off property
* Promotes the courteous treatment of customers and resolves guest service issues

**Thank you in advance for reviewing my candidacy for this position.**

Sincerely,

Blake Rutherford