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# Example of Valet Parking Attendant Cover Letter

7470 Bobbie Circles
Jacobsside, CO 52455

**Dear Zion Cartwright,**

Please consider me for the valet parking attendant opportunity. I am including my resume that lists my qualifications and experience.

In the previous role, I was responsible for the removal of items from stored vehicles if required, and other miscellaneous services requested by the guest or supervisor in a timely manner.

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

* Use of key logging tags, log books and forms
* Deliver all guest laundry, messages, amenities and other items in a timely manner
* Greet and acknowledge every guest with a smile and friendly words
* Open doors and assist guests, residents and visitors entering and leaving
* Monitor and direct private and commercial vehicle traffic when necessary
* Supply guests and residents with directions and information about amenities and services
* Thank guests with real admiration and provided a fond departure
* Anticipate guests’ service requirements

**Thank you in advance for taking the time to read my cover letter and to review my resume.**

Sincerely,

Dylan Rice