

Bell / Valet Cover Letter

8872 Rolfson Ranch Lake Asiahaven, CA 73586

Dear Baylor Shields,

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

In the previous role, I was responsible for guests with information about attractions, facilities, services, and activities in and outside the property.

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:

- Prior valet experience preferred
- Provide excellent customer service and maintain bell
- Previous customer service or experience or guest relations training preferred
- Park and retrieve guest vehicles with care
- Keep guest vehicle keys secure and organized in the bell-stand
- Tag and accurately label guest vehicle keys
- If needed, Transport guest luggage from current room to reassigned room for room changes
- If needed, Transport guest luggage from the point of arrival at the hotel to their assigned room

I really appreciate you taking the time to review my application for the position of bell / valet.

Sincerely,

Indigo Bauch