

Concierge Agent Cover Letter

59493 Beer VillageCristland, UT 91419-7726

Dear Peyton Durgan,

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

In the previous role, I was responsible for nY area information and make special arrangements and reservations for local activities, entertainment, events, restaurants and transportation.

Please consider my qualifications and experience:

- Solid stakeholder management, leadership and project management skills
- Knowledge of an international language will be an added advantage
- Very strong hospitality / customer service background
- Creation and progression of homebuilder accounts from installations to Permission to Operate
- Working closely with internal partners (Design, Interconnection, Processing) to ensure a smooth path for customers and homebuilders alike
- Regular auditing of accounts to ensure customers are receiving exceptional experience
- Preferable the language of the country and/or nationality mix of the hotel
- Organized with good communications and follow up skills

I really appreciate you taking the time to review my application for the position of concierge agent.

Sincerely,

Corey Thompson