

# Concierge Agent Cover Letter

226 Emerson ClubSchambergerborough, MD 44517

**Dear Gray Kuphal,**

I am excited to be applying for the position of concierge agent. Please accept this letter and the attached resume as my interest in this position.

In my previous role, I was responsible for information to all guest inquiries and coordinates all guest requests by creating a meaningful itinerary for special arrangements or services in an efficient, professional and warm, gracious manner.

Please consider my experience and qualifications for this position:

- Communicates with fluency in English and local language
- Loves to be creative with an eye for detail
- Fluency in English and Arabic (both spoken and written)
- Knowledge of local community events and attractions
- Provides all information on Tours, Restaurants, and Flight/Travel services as requested by guests, while promoting the services offered by the hotel where appropriate
- Handles the operation of the desk, porters, link, airport greeters, and organization of the back office under the supervision of the Concierge
- Possesses Service passion
- Strong knowledge about the city

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

Sincerely,

Tatum Huel