

# Concierge Agent Cover Letter

5926 Huang Curve Andersonmouth, UT 15326

**Dear Armani Sawayn,**

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

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 manner.

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

- High level of patience and work with discretion
- Flexibility to work all shifts, weekends and holidays
- Previous Concierge experience in a luxury establishment
- Strong proficiency in English and Arabic
- Excellent Knowledge of Lebanon's activities, restaurants and nightlife
- Has previous experience of working in 5 star hotel
- Has excellent command of English
- Has Computer and Opera

**Thank you for taking your time to review my application.**

Sincerely,

Phoenix Kris