

Concierge Agent Cover Letter

963 Andrew Tunnel North Maritzatown, IA 86553

Dear Shae Wunsch,

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.

Previously, I was responsible for guest with information such as local attractions and directions to increase guest satisfaction.

Please consider my experience and qualifications for this position:

- Track record of initiative, integrity and good judgment
- Demonstrated recent experience servicing premium customers
- Passion for servicing customers with proactive solutions
- Work with the Office Manager in the coordination, scheduling, engagement and set-up of HOK events
- Manage correspondence with vendors to plan in-office learning opportunities for designers and architects
- Maintain the appearance and atmosphere of the lobby and boardrooms in a neat, professional and attractive manner
- Take personal responsibility for fostering a green workplace through sustainable work practices
- Requires post-secondary studies

Thank you for your time and consideration.

Sincerely,

Rory McCullough