

Concierge Agent Cover Letter

4223 Dominic ViewAnnettchester, VA 66356-0228

Dear Morgan Kuhlman,

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 information to guests on hotels, restaurants, other stores and local attractions in the area and assists them with any requests related to that information, including requests for tickets or reservations.

Please consider my experience and qualifications for this position:

- Previous switchboard/reception and clerical/related office experience preferred
- Maintain detailed knowledge of the activities of the day and of key occurrences in Praslin and Mahe including directions to key points of interests, restaurants, theatres, shopping, cinemas, sporting and recreational facilities, banks, consulates, places of worship, transport systems and special events
- Consult Log Book for information/e.g
- To ensure that after all excursions are posted in the system accordingly
- Ensure that all the PO are done in the MC
- Prepare the daily transfer one day prior with arrivals and departure
- Ensure the before end of the months all invoices are in accruals update and all in order with finance department
- Attend effective shift briefings to ensure hotel activities and operational requirements are known

Thank you for taking your time to review my application.

Sincerely,

Corey Kunze