

Concierge Agent Cover Letter

5131 Chiquita Parkway East Maryborough, CA 07031

Dear Rowan Lockman,

I submit this application to express my sincere interest in the concierge agent position.

In my previous role, I was responsible for guest and owners with accurate information; be knowledgeable of all aspects within the hotel and surrounding area.

Please consider my qualifications and experience:

- Give Above and Beyond service
- OPC/CMP/Inhouse Marketing experience preferred
- Prior Vacation Ownership Marketing experience preferred
- Background experience in Guest-oriented Services
- Self-motivated, coachable and a logical thinker
- Meet and greet people in a friendly, outgoing, upbeat manner/ exceptional customer service skills
- Member of Les Clefs d'Or an asset
- Strong computer skills with a knowledge of Front Office systems

Thank you in advance for taking the time to read my cover letter and to review my resume.

Sincerely,

Drew McKenzie