

Concierge Cover Letter

4678 Olson Vista New Clinton, GA 03942-0080

Dear Cameron Gibson,

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

Previously, I was responsible for visitors with information regarding local attractions; may assist with table reservations and order tickets; provide maps and directions; arrange transportation; validate parking tickets;.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

- Able to multi-task while working under pressure
- Able to make quick, sound decisions in a challenging and varied work environment
- Computer experience, including familiarity with Image and Solar is preferred
- Strong marketing, sales, management, or customer service experience is preferred
- Les Clefs d'Or member strongly preferred
- Would work with boxes and packages, so an essential job function is being able to lift up to 50 lbs
- Previous experience as a Concierge within the hotel industry is preferred
- Familiar with Hotel environment

I really appreciate you taking the time to review my application for the position of concierge.

Sincerely,

Royal Tillman