

Concierge Cover Letter

5920 Brown OverpassHaucktown, FL 66365

Dear Emerson Leffler,

I would like to submit my application for the concierge opening. Please accept this letter and the attached resume.

In the previous role, I was responsible for a professional, high quality, "Meet and Greet" service for all visitors in line with The client security procedures.

Please consider my experience and qualifications for this position:

- Maintain professional uniformed attire based on company standards
- Frequently lifting 10-15 lbs
- Able to perform manual skills requiring motor coordination in combination with finger dexterity typing, handwriting or machine operations
- A true passion and love for selling
- New Business Development-Hunter Mentality
- Experience with consultative selling approach
- Strategic Negotiations with Fortune 500 clients
- Energetic, positive and professional demeanor

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

Sincerely,

Brooklyn Rice