

# Concierge Cover Letter

25526 Leuschke Mills Steveshire, SC 11136-7780

**Dear Casey Kerluke,**

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

In my previous role, I was responsible for way finding to visitors of the office, offering to escort visitors to locations they're unfamiliar with.

Please consider my qualifications and experience:

- Organize time and work efficiently
- Multi-lingual strongly preferred
- Understanding of real estate business workflow preferred
- Pleasant, positive, and professional demeanor
- Use the hotel computer system and phone system
- Knowledge of the surrounding Atlanta area and all of its attractions
- Excellent knowledge of Amsterdam
- Clefs D'Or certification and membership

**Thank you for considering me to become a member of your team.**

Sincerely,

Armani Langosh