

# Concierge Cover Letter

633 Nichelle GreenPort Raphael, OK 98276-0662

**Dear Spencer Fritsch,**

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 guidance and assistance with directions, general information and advice on the hotel, the city, and its surroundings.

Please consider my qualifications and experience:

- Detail-oriented, precise and well organized
- Experience with Windows or Mac based programs, Internet protocol
- Advanced knowledge and utilization of social media platforms
- Full, clean valid New Zealand driver's license is essential (Able to drive manual and automatic car)
- Be able to work as part of a team and contribute to a positive working environment
- Confident in communicating with guests and fellow ambassadors
- Multiple telephone line experience and good telephone etiquette
- Take messages for in-house or arriving guests in accordance with procedures, with an emphasis on accuracy and proper follow-up

**Thank you in advance for reviewing my candidacy for this position.**

Sincerely,

Max Jones