

# Concierge Cover Letter

750 Bruen Road Turnerfort, WY 52314

**Dear Jordan Carter,**

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

In my previous role, I was responsible for curbside/door assistance with baggage and other items, assist with local area information, and execute daily tasks in accordance with operations.

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:

- Recite all hotel services, hours of operation, key personnel, hotel policies
- Keep the Chef/Head Concierge and senior management well-informed of any guests problems or complaints, and action taken
- Use the hotel computer system and phone systems
- Strong awareness and competency of local events, attractions
- Proficient in relevant computer application
- Knowledge of customer service and community processes and strategies, preferred
- Experience in a 5 star/luxury environment, preferred
- Minimum commitment of 6 months

**Thank you for taking your time to review my application.**

Sincerely,

Greer Toy