

# Corporate Travel Agent Cover Letter

98131 Gutmann TunnelChristopherstad, KS 53396

**Dear Gray Sipes,**

In response to your job posting for corporate travel agent, I am including this letter and my resume for your review.

In my previous role, I was responsible for support with both domestic and international travel booking, calendar and email management, and coordination of multi-time zone conference calls and WebEx meetings.

Please consider my experience and qualifications for this position:

- Discounted travel benefits and access to travel planner to book discounted hotel & air
- Quarterly team awards and recognition events
- Excellent command of English (B2)
- Openness and willingness to work with a customers at any level
- Excellent command of English and French (B2)
- Excellent communication skills, both verbal and written, with a strong focus on customer service
- Utilize organizational skills that result in high productivity
- Basic working knowledge of Microsoft Word/Excel and strong typing skills

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

Sincerely,

Greer Beer