

Corporate Travel Agent Cover Letter

1724 Dietrich ShoalPhungshire, LA 79709-7721

Dear Dakota Bergstrom,

I submit this application to express my sincere interest in the corporate travel agent position.

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

Please consider my qualifications and experience:

- Health Advocate
- National/International Award Nights
- Knowledge of domestic faring and commission structures
- Thorough knowledge of the travel industry, fares and domestic markets
- Knowledge of domestic faring and ticketing procedures
- Proficiency in Sabre preferred
- Proficiency in Slack preferred
- Proficiency in Booking Building preferred

Thank you for taking your time to review my application.

Sincerely,

Royal Glover