

Corporate Travel Agent Cover Letter

956 Elisha Drive Mayertborough, AL 06453-4622

Dear Brooklyn Murray,

Please consider me for the corporate travel agent opportunity. I am including my resume that lists my qualifications and experience.

In my previous role, I was responsible for specific assistance to assigned internal partners for outside joint calling, technical questions related to domestic and international products.

Please consider my experience and qualifications for this position:

- Flexible paid time off policy and paid holidays
- Familiarity with GDS systems and working with scripts helpful
- HS or GED required
- Detail oriented and exceptionally organized
- Customer Service oriented, friendly and professional
- Independent learner, motivated by taking responsibility for own career path with guided mentorship
- Establish solid, assured working relationships with coworkers, travelers and vendors
- Sabre experience preferred –enthusiasm to learn Sabre Red 360 – standard formats for air-car-hotel searches, decode/encode, discern airlines and their routes/hubs

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

Sincerely,

Greer Stracke