

Corporate Travel Agent Cover Letter

718 Labadie CommonSouth Zandraborough, NE 25905

Dear Story Christiansen,

I am excited to be applying for the position of corporate travel agent. Please accept this letter and the attached resume as my interest in this position.

In my previous role, I was responsible for on-site security support for domestic and international events and assists with the development and implementation of safety and security response procedures.

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:

- Manages difficult or emotional client situations
- Expert knowledge of travel-related systems, including Worldspan by Travelport, TRAMS, Grasp Prepare, Prism, ARC/IAR and Concur
- Excellent customer service skills and professional phone etiquette
- Expertise in researching and securing business travel services, including air/rail transportation, hotel stays and auto rentals
- Knowledge of destination geography to include expedient, cost effective and preferred travel routes
- Expertise in counseling clients on efficient routes, lowest available fares, exchange rates and travel products/services
- Maintain quality control of all tickets before issuing to ensure company travel policy is being adhered to and all airline, car rental and hotel dates are correct
- Monitor flights on heavy corporate travel days for delays and cancellations

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

Sincerely,