

Corporate Travel Agent Cover Letter

49317 Vincenzo Mountains West Vincenza, KY 11420-5106

Dear Quinn Ebert,

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

In my previous role, I was responsible for accounting guidance to other locations, both domestic and international; organize and conduct monthly Controller's conference calls.

My experience is an excellent fit for the list of requirements in this job:

- Analysis of billing information monthly and authorize payment, ensuring proper discounts are applied
- Booking and Assisting our customers staff when they travel (hotels and transport) and organize meetings
- Experience and working knowledge of Sabre travel software
- Experience with international travel bookings and group travel
- Experience with Sabre Reservation System
- Local to the Kansas City area
- Incentive bonus plan
- Medical, prescription drug, dental and vision insurance plans with flexible spending account option

Thank you for considering me to become a member of your team.

Sincerely,

Emery Carter