

Corporate Travel Agent Cover Letter

7749 Stamm ViewNorth Deandra, UT 26921

Dear Robin Barton,

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

In the previous role, I was responsible for robust project management office programmes and monitoring of such programmes in particular for xlos and international projects.

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:

- Comprehend the stages of bookings in GDS – creation, QC, invoice, email, changes
- Sound knowledge of international travel regulations, customers, and currencies
- Free and confidential financial advice from our in-house health, wellness and financial advisors
- Design and coordinate travel for complex travel requests including domestic and international travel
- Calculate trip quotes that meet a travelers' authorized budget
- Utilize company discounts and traveler credits
- Arrange flight, hotel, and car reservations
- Accurately price flights, store fares, issue tickets and invoices using programmed GDS formats

Thank you for your time and consideration.

Sincerely,

Haven Steuber