

Front Desk Attendant Cover Letter

995 Leffler LocksLake Leonoreland, FL 40094-4327

Dear Hayden Rogahn,

In response to your job posting for front desk attendant, I am including this letter and my resume for your review.

In my previous role, I was responsible for key folder containing guest room key (and club key if applicable), certificate and coupons as appropriate.

Please consider my qualifications and experience:

- CPR/AED and first aid certifications from American Heart Association or American Red Cross preferred
- Maintaining a clean and organized fitness center
- Create an "I Love My Job" environment that further enlivens the Margaritaville Latitude Lifestyle
- Strong leadership skills, able to develop a team
- Proficiency in Microsoft Office and Windows software, online ordering platforms, and inventory controls
- Have fun!!! FINS UP!
- CPR/AED certifications from American Heart Association or American Red Cross preferred
- Minimum 1-2 years Front Desk experience

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

Sincerely,

Lennon Kautzer