

Front Desk Clerk Cover Letter

7296 Gottlieb Extension Lake Warren, NM 91648-7196

Dear Zion DuBuque,

I am excited to be applying for the position of front desk clerk. Please accept this letter and the attached resume as my interest in this position.

Previously, I was responsible for fast and courteous service to hotel guests and maintain a pleasant attitude and friendly relationship.

Please consider my experience and qualifications for this position:

- Managing the loading plan
- Debrief teams on return from airside
- Good knowledge with EU Tachometer regulation and working time directive
- Managing the VOR's
- Managing the loads in the warehouse
- To ensure company and departmental business is treated in the strictest confidence
- Report any breaches of Health & Safety regulations and incidents/accidents
- Understands the culture of the depot and acts to work within it or influence it

Thank you for your time and consideration.

Sincerely,

Tatum Hand