

# Front Desk Clerk Cover Letter

153 Tremblay Dale Milofurt, RI 79321-9783

**Dear Finley Weimann,**

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

In the previous role, I was responsible for exceptional customer service to all hotel guests.

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

- To work closely with other transport colleagues to ensure the daily plan is actioned and achieve all departmental KPIs
- Daily communications with planning and customer service teams to ensure all areas are aware of changing situations
- Able to build and maintain strong contacts with all on site departments
- Ensure drivers are provided with the correct compliance paperwork and are correctly briefed/debriefed on departure and return
- Strong office administration skills including complete knowledge of Microsoft Office
- Courteousness and professionalism
- Trust - Personal Sales
- Preferred High School diploma or GED equivalent

**Thank you for taking your time to review my application.**

Sincerely,

Lennon Waters