

# Front Office Executive Cover Letter

6346 Everette WellsMarthside, MO 36916

**Dear River Howell,**

I would like to submit my application for the front office executive opening. Please accept this letter and the attached resume.

In the previous role, I was responsible for oversight for various departmental financial processes related to operating budgets, capital budgets, and special accounts.

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

- Support other team members in managing various events held at site
- Maintain E-Kitab details
- Timely submission of corrected/verified invoices for payments
- Support FM in providing various MIS and analysis
- Strong and excellent communication skills (verbal, listening, writing)
- Restaurant service sequence, Dining room operations and Food and beverage knowledge
- Food safety requirements and certification
- Hotel experience will be an added value, experience in the Middle East

**I really appreciate you taking the time to review my application for the position of front office executive.**

Sincerely,

Quinn Satterfield