

# Global Travel Services Cover Letter

160 Auer Groves South Lethaborough, CT 36642

**Dear Hayden Lebsack,**

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

Previously, I was responsible for on-site implementation support, which will require domestic and international travel, estimated travel at 50%.

Please consider my qualifications and experience:

- A deep understanding of controls and how to identify potential points of risk in a process
- Excellent Customer Service skills and written & verbal communication
- Work experience with a multi-national organization
- Cultivate rapport with direct team, customers, colleagues, peers, and other departments
- Work collaboratively to lead and motivate cross-functional teams and interact with all levels
- Communicates information, ideas and instructions clearly, shares information broadly and listens carefully
- Excellent verbal and written communication skills to all levels
- Prior supervisory or managerial responsibilities

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

Sincerely,

Oakley Kuhlman