

Global Travel Services Cover Letter

5135 Shantel ShoreLake Tammi, IL 90598-0634

Dear Stevie Ratke,

Please consider me for the global travel services opportunity. I am including my resume that lists my qualifications and experience.

In my previous role, I was responsible for insight and implement initiatives to continually improve the travel team both on customer service and travel cost management.

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

- Proficient knowledge of web-based technology
- CMP License/Certification
- Strong analytical and reporting background, quantitative, project management, and process mindset
- Flexibility to evolve with the changing needs of the team
- Strong command of verbal and written Spanish and English
- A passion for communications - telling stories and engaging audiences
- Experience with visual and graphic design tools such as Photoshop, Illustrator, PowerPoint
- Superior organization skills, keen attention to detail and prior large scale project experience with technical/capabilities components preferred

I really appreciate you taking the time to review my application for the position of global travel services.

Sincerely,

Emerson Torp