

Global Travel Services Cover Letter

7401 Shandra Ford Treenaton, CA 67045

Dear Drew Wyman,

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

In the previous role, I was responsible for logistics support for Global Partnership meetings including contracting for meeting room space, and coordinating domestic and/or international travel.

Please consider my qualifications and experience:

- Foundational knowledge of our service & technical structure
- Intellectually curious, comfortable with ambiguity/white space, and a self-starter
- TLS experience
- Strong analytical skills and Proficiency in MS office (Excel, Powerpoint, Project, Visio)
- Market Research on Travel categories, Procurement and strong Negotiation skills
- Excellent Written and Oral communications / speaking skills since role involves very frequent phone & email communications with various stakeholders
- Experience with Service now ticketing tool an advantage
- Intermediate knowledge of Microsoft Office (Excel, Access, PowerPoint,) including formulas, graphs, databases, and data analysis

Thank you for considering me to become a member of your team.

Sincerely,

Shiloh Dach