

Global Travel Cover Letter

300 Demarcus Crossing
Deanebury, DE 34997-4828

Dear Rowan Bednar,

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

Previously, I was responsible for advice on travel documents, insurance, and international travel regulations.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

- Knowledge of Concur Travel system would be an advantage
- Foreign language skills preferable (German, Spanish)
- Solution oriented, able to navigate the organization to gain a greater understanding of the goals and drive results
- Able to function and participate effectively within a diverse global multi-cultural team
- Effective oral and written communication skills including internal social media
- Excellent all-round performer with emphasis on creativity and numerical skill
- Have strong communication and interpersonal skills to be able to build strong relationships with various areas of the business
- Able to work autonomously, use initiative to suggest solutions

Thank you for taking your time to review my application.

Sincerely,

Alexis Bauch