

Guest Service Agent Cover Letter

1095 Waters Row Gilbertton, MA 47849-0888

Dear Haven Aufderhar,

I am excited to be applying for the position of guest service agent. Please accept this letter and the attached resume as my interest in this position.

In my previous role, I was responsible for hotel information as needed for guest satisfaction and concierge services when needed.

Please consider my experience and qualifications for this position:

- Experience as a Telephone or Guest Service Agent in a 5 star hotel is favourable
- Flexible schedule and able to work night, weekends, holidays
- Mandarin Speaking is an advantage
- Diploma in Hospitality Management or similar
- Experience in Reception or in a guest service type of role
- Well-groomed, friendly and with a warm personality
- Computer literacy in Opera Fidelio, Micros, Microsoft Office, EDC Machine
- Fluent in English, other languages will be an advantage

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

Sincerely,

Rowan Hoeger