

# Guest Service Agent Cover Letter

11691 Etsuko PortsBahringside, HI 36795

**Dear Ari Lueilwitz,**

In response to your job posting for guest service agent, I am including this letter and my resume for your review.

In my previous role, I was responsible for previous experience working with a PMS system.

Please consider my qualifications and experience:

- Request name and identification of the visitor/contractor
- Contact the person the visitor is requesting to see to confirm meeting
- Verify identification and check
- Request visitor completes sign in documentation then issue pass
- Ensures the visitor/contractor access pass is returned at the end of the visit
- Perform all duties of the front desk, including greeting owners and guests, Check in and out, Answer telephone and email inquiries, portage of luggage, cash handling and balancing procedures, tour & travel inquiries/bookings, reservations and night audit procedures
- Excellent English Language / an additional language will be an advantage
- A track record of engaging with guests or customers

**Thank you in advance for taking the time to read my cover letter and to review my resume.**

Sincerely,

Armani Rempel