

# Guest Service Agent Cover Letter

4740 Peg MillWehnerstad, TN 75946-2706

**Dear Charlie Osinski,**

Please consider me for the guest service agent opportunity. I am including my resume that lists my qualifications and experience.

Previously, I was responsible for immediately greet guest and offer to assist with their needs.

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:

- Establish method of payment and verify credit
- Transmit and receive messages, using telephones or PMS system
- Secure guests' valuables in hotel safe or safe-deposit boxes, if not available in guest rooms
- Previous experience with a PMS system (Opera) advantageous
- Able to work supervised or unsupervised
- Always maintains a professional and courteous demeanor
- Flexible with great attendance record
- Previous experience with a PMS system (Hirum) advantageous

**Thank you for taking your time to review my application.**

Sincerely,

River Kunde