

# Guest Service Agent Cover Letter

5782 Takako Underpass East Abel, CO 83078

**Dear Azariah Barton,**

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.

Previously, I was responsible for excellent attention to detail and administration skills, experience with Microsoft Suite and OnQ systems is advantageous.

Please consider my qualifications and experience:

- Possess a current Australian National Police Clearance
- Hold a COVID-19 Hygiene Course Certificate
- Majority of Shifts will be a Friday - Sunday
- High School diploma or equivalent and some customer service experience preferred
- Valid Driver's License for appropriate state and MVR in good standing
- Previous hotel experience preferred Bi-lingual preferred
- We require good communication, typing and computer skills
- Will need to be organized, flexible and outgoing

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

Sincerely,

Alexis Schaefer