

Guest Service Agent Cover Letter

152 Lindsay Walk Lake Felisaberg, CO 28031

Dear Baylor Welch,

I submit this application to express my sincere interest in the guest service agent position.

Previously, I was responsible for a positive, can-do, team player attitude.

Please consider my experience and qualifications for this position:

- Customer service experience is preferred, especially in a hotel or related field
- The front desk agent will be the newest addition to the team
- Maintains a track of all high balance guests
- Stimulating the room sale by using different room rates and rooms supplements
- Greet and acknowledge guests from at least 2 metres
- Offer information and services where appropriate and where time allows
- Complete all shift duties as outlined on shift checklist prior to the end of shift
- Handle reservations, ensuring guest needs are met, in a helpful efficient manner, input into the system as per procedure

Thank you for taking your time to review my application.

Sincerely,

Greer Barton