

Guest Service Representative Cover Letter

725 Friesen FordsPort Bethann, RI 65288-5157

Dear Campbell Raynor,

I would like to submit my application for the guest service representative opening. Please accept this letter and the attached resume.

In the previous role, I was responsible for industry expertise to customers in terms of sanitation, safety, quality and operations; including assisting with sanitation plans and programs, standard operating procedures, evaluating processes and procedures, identifying and implementing operational efficiencies, and employee training.

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:

- The associate occasionally works in wet humid conditions (non-weather related), near moving mechanical parts, in the presence of fumes or airborne particles and toxic or caustic chemicals and risk of electrical shock
- The work environment will typically be at moderate to loud noise levels
- Intermediate level of English language skills (read, write, and spoken)
- Methodical and thorough with a focus on detail and completion of tasks
- Communicates department priorities to Guest Services team and delegates responsibilities
- Safe deposit boxes
- Courteously greeting all tenants and visitors to the reception desk
- Promote an atmosphere of goodwill and service during all guest interaction

Thank you in advance for reviewing my candidacy for this position.

Sincerely,

Casey Crooks