

Guest Service Representative Cover Letter

1384 Abbie FortWest Horacio, OH 09665

Dear Tatum Greenholt,

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

In my previous role, I was responsible for guidance to associates on policies and procedures, best practices and standard operating procedures, etc.

Please consider my experience and qualifications for this position:

- Cross training into the housekeeping and laundry areas so that assistance can be provided as needed
- Arrange accommodation and transportation for customers and visitors
- Meet and greet instructors, students and visitors upon arrival to the campus, maintain visitor record
- Assist students with campus services including medical needs and provide information on local amenities and attractions
- Restock tea, coffee, fruits, snacks and water for customer lounge and employee lounge
- Print and distribute daily simulator schedules
- Manage contractor and ensure high standard delivery of after-hours reception services
- Oversees all Guest Service associates (Service Desk, Cashiers, Baggers and Cart Runners)

Thank you for taking your time to review my application.

Sincerely,

Cameron Hickle