

# Guest Service Representative Cover Letter

1660 Bins Village North Del, NM 90082-8579

**Dear Azariah Beier,**

I am excited to be applying for the position of guest service representative. Please accept this letter and the attached resume as my interest in this position.

Previously, I was responsible for information on eligibility requirements, application processes and procedures, status of financial aid application/awards and required additional documentation.

Please consider my experience and qualifications for this position:

- Utilizes leadership tools (ten tile evaluations, Coach's Reminder Card, Cashier Daily, Cashier Reference Information Binders, Guest Service OPPS Manual, ) through leadership opportunities
- Oversees Guest Service activity to ensure a positive guest experience and team environment
- Communicates department priorities to Guest Service team and delegates responsibilities
- Ensures Guest Service cleanliness, maintenance, and sanitation
- Presents themselves as a manager, takes ownership of guest needs utilizing LAST
- Determines where Guest Service staff is needed throughout the day and directs them to that location to maintain efficient Guest Service operations
- Communicates tardiness and absences through effective use of CSR Shift Report
- Holds associates accountable for non-compliance with Guest Service and store policies

**Thank you in advance for taking the time to read my cover letter and to review my resume.**

Sincerely,