

# Guest Services Coordinator Cover Letter

95832 Pearly PineQuintinshire, ID 16618

**Dear Lennon Schulist,**

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

Previously, I was responsible for information and assistance to employees regarding Office Services departmental procedures.

Please consider my qualifications and experience:

- Exhibit exceptional customer services
- Experience or interest in hospitality management or human services field
- Interpersonal skills to effectively communicate with people of varying backgrounds
- Excellent verbal communication and writing skills along with strong customer relations experience
- Hospitality/Restaurant Experience preferred
- Highly proficient in MS Office including Outlook, Word, Excel, PowerPoint
- Able to quickly learn new tools/software
- Independent, yet able to follow guidelines well and shows a good sense of judgment

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

Sincerely,

Jordan Dach