

Guest Services Coordinator Cover Letter

14293 Dennise Drive
Lake Henrytown, WV 50047

Dear Oakley Heaney,

I submit this application to express my sincere interest in the guest services coordinator position.

In the previous role, I was responsible for direction and assistance with local amenities and services.

Please consider my experience and qualifications for this position:

- Well developed computer knowledge, particularly in the use of MS Office
- Strong grammatical understanding of the correct format for various forms of correspondence
- Extremely organized with a strong commitment to maintaining a controlled working environment
- Radios carried by hotel personnel
- Post-secondary education in a related field, preferred
- Accounts receivable, billing, or a bookkeeping background, preferred
- Educated to undergraduate level
- Exceptional interpersonal skills with a track record in delivering high quality stakeholder management

I really appreciate you taking the time to review my application for the position of guest services coordinator.

Sincerely,

Cameron Boyer