

Guest Services Coordinator Cover Letter

5283 Werner Spurs East Garlandtown, NH 60774

Dear Zion Wisozk,

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

In the previous role, I was responsible for guests with information about their accommodations, amenities, services, local area, etc.

My experience is an excellent fit for the list of requirements in this job:

- Strong technical skills with at least intermediate PowerPoint & Excel skills
- An open mind and willingness to learn different ways of accomplishing tasks
- Confidence in handling long queues of clients/business partners and making each individual feel acknowledged and looked after
- Excellent communication skills and able to clearly communicate both orally and written in English
- Experience in manoeuvring an organization in order to leverage similar work and collaborate with peers
- A positive demeanor and provides a welcoming environment for our clients, guests and employees
- Requires weekend and evening hours
- Advanced computer & MS Office Suite skills

Thank you for considering me to become a member of your team.

Sincerely,

Emerson Funk