

Guest Services Coordinator Cover Letter

73286 Toni VistaMosciskishire, IL 49306

Dear Alexis Walter,

In response to your job posting for guest services coordinator, I am including this letter and my resume for your review.

In the previous role, I was responsible for answers to general inquiries about office hours, company services, and procedures.

Please consider my qualifications and experience:

- Comfortable communicating with a global community
- Understand the importance of being thorough, detail-oriented and committed to providing world class customer service
- Excellent follow-through skills and organizational skills
- Willingness to consistently go above and beyond with outside-the-box thinking
- Risk Management/EHS
- Experience of carrying out a Supervisory / Team Leader role or equivalent within a Retail or admissions environment
- Will include evening and weekend shifts
- Communicate with others, including by telephone and text

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

Sincerely,

Blake Kutch