

# Guest Services Supervisor Cover Letter

1300 Senger ValleysChasland, LA 66653

**Dear Spencer Herzog,**

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

In my previous role, I was responsible for leadership in planning and managing computer operations and production support, systems, development and database administration as well as network operations.

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

- Assign and monitor appropriate rest/meal breaks
- Assign and monitor necessary equipment
- Actively monitor Team Member interactions with guests at all times to ensure a high level of guest satisfaction
- Provide leadership and guidance to Team Members
- Administer appropriate disciplinary documents as needed to ensure compliance of STAPLES Center, Microsoft Theater and L.A
- Monitor and document Team Member tardiness and administer appropriate disciplinary documentation
- To perform this job successfully, an individual should have extensive knowledge of Database software including Microsoft Office programs
- Guest/Vendor Focus

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

Sincerely,

Peyton Klocko