

Guest Services Supervisor Cover Letter

670 Weimann RampNorth Joelle, ID 86580-7785

Dear Peyton Maggio,

I would like to submit my application for the guest services supervisor opening. Please accept this letter and the attached resume.

In the previous role, I was responsible for for the preventive maintenance and repair of all computer, network, and telecommunication hardware and software systems and for alternative (back-up) services to all priority users in the event of interruption or breakdown of primary systems.

Please consider my qualifications and experience:

- Create a work environment that supports innovation, creativity and teamwork
- Encourage, through role modeling and active support, a guest services team that readily accepts and adopts change
- Provide regular coaching and feedback to customer service staff and assist the Director of Marketing and Business Development in assessing team and individual performance
- AHA Basic Life Support (BLS) for Healthcare Providers.(Within 3-months of hire.)
- Experience and proven success in supervising an administrative and / or para-technical team and to manage multiple competing priorities in a fast-paced, dynamic environment
- Proficiency in Microsoft Word, Excel, PowerPoint, Outlook and other standard office programs
- Opera/ Oysas/Microsoft office and other systems knowledge
- Working knowledge of Opera Hospitality Software

Thank you in advance for reviewing my candidacy for this position.

Sincerely,

Parker Hoeger