

# Guest Services Supervisor Cover Letter

448 DuBuque SpringWest Shandraport, DE 52978-2543

**Dear Lennon Cronin,**

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

Previously, I was responsible for an ad-hoc service to users of all computer systems, appropriate applications and video conference related troubleshooting and resolving problems.

Please consider my experience and qualifications for this position:

- Track record demonstrates high attention to detail, excellent organizational skills and follow-through
- Previous leadership experience in customer service preferred
- Proficient in the use of operational systems such as PABX, call center system and call accounting software
- Previous experience in a supervisory role preferred or previous Guest Services experience
- Previous healthcare experience, particularly in a service department, is preferred as is experience with, or training in, customer service
- Computer skills and teaching/training skills
- Knowledge of club rules
- Able to speak, read and write in clear English

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

Sincerely,

Denver Crona