

# Implementation Associate Cover Letter

6884 Hollis WalksSmithstad, WY 75918-8002

**Dear Charlie Johnson,**

I am excited to be applying for the position of implementation associate. Please accept this letter and the attached resume as my interest in this position.

Previously, I was responsible for asset management support for all company lines of business, focusing on Infrastructure groups; errors may cause delay in invoice payments, incorrect payments, and payment for products or services not received.

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

- Demonstrated effective verbal and written communication skills for the purpose of providing information and updates to project team members, vendors, management and senior staff
- General knowledge of hotel systems and operations beneficial, including reservations systems, revenue management systems, property management and sales & catering systems, hotel front office operations
- Define, create, maintain and document standard and non-standard customer testing processes and procedures
- Experience with quality metric focused pay for performance activities
- Analytic skillset implying reasonable proficiency with analytics
- Microsoft Excel, Microsoft PowerPoint proficiency
- Implementations and/or configurations background highly desirable
- Good understanding of an Asset Managers distribution channels, their operations and service departments

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

Sincerely,

Emerson Littel