

Travel Agent Cover Letter

31432 Morissette BurgSouth Dorlacheater, CO 18218

Dear Greer Ziemann,

In response to your job posting for travel agent, I am including this letter and my resume for your review.

Previously, I was responsible for random and/or periodic review of travel arrangements to ensure compliance with Travel Policy and Procedures, flag and inform travel manager of non-compliance and recommend strategies to increase compliance.

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

- Excellent travel product knowledge including air, car, hotel, cruise, and package tours
- Demonstrates a quick sense of urgency
- Individual Incentive Pay Plan
- Add a list of hard and soft skills
- Effective communication skills, written and oral, to allow accurate completion of paperwork and constructive interaction with others
- Cost conscious, not only about individual routes but total cost of the trip
- Commissions, and perks
- Prior inbound call center customer service/sales experience is highly preferred

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

Sincerely,

Riley Funk