

# Travel Agent Cover Letter

513 Lloyd StreamBennieshire, MN 58940-6461

**Dear Haven Bailey,**

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

Previously, I was responsible for cost effective travel services by negotiating special travel rates and coordinating travel services for Church employees, General Authorities, missionaries and local ecclesiastical leaders.

Please consider my qualifications and experience:

- Good written communication skills with a good command of the English language and proofreading skill
- Skill in analyzing trends and data to measure KPIs (key performance indicators)
- Keyboarding skill at approximately 50 wpm
- Willing to work occasional evening and weekend hours as business need dictates in high volume travel times and/or for VIP coverage
- Understanding of airline & hotel inventory management and distribution systems
- Knowledge of international security and vendors (airline, rail, limousine, and hotels)
- Familiarity with geographical and cultural differences from country to country
- Knowledge of cultural and legal compliance for country entry/exit requirements

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

Sincerely,

Spencer Purdy