

# Travel Agent Cover Letter

17567 Quinn Islands North Matildeborough, NM 08061-8833

**Dear Reese Mohr,**

I would like to submit my application for the travel agent opening. Please accept this letter and the attached resume.

In my previous role, I was responsible for assistance and administrative support in the area of international business travel assignments worldwide.

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

- Discounted travel benefits
- Knowledge of Geography and World events
- Excellent knowledge of computer reservations systems, GDS systems and e-travelling
- Experience with international offerings will be highly advantageous
- Fluency and comprehension in the language requirements for the specific point of sale (spoken and written), as verified by an Egencia-approved formal test
- Knowledge of Internet Explorer
- Experience and success in telemarketing/ sales preferred.? Fast accurate typing skills (typing 35 wpm as verified by a formal test)
- Fast computer navigation skills (e.g., Web applications, shared folders, operating system Windows)

**I really appreciate you taking the time to review my application for the position of travel agent.**

Sincerely,

Tatum Pfannerstill