

Travel Assistant Cover Letter

585 Rodrigo Landing Lake Fletcher, WV 36077-2681

Dear Quinn Ebert,

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

In the previous role, I was responsible for excellent internal customer experience when questions arise about the Steelcase travel program, Travel + Expense Policy, corporate credit cards, and expense management system.

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

- Active Texas State Certified Occupational Therapy Assistant license
- Active Texas State Physical Therapy Assistant license
- TX Physical Therapy Assistant (PTA) license
- Understanding of basic Media Math is a bonus
- Active Texas State Occupational Therapy Assistant certification
- New York State Physical Therapy Assistant license
- Active Texas State Certified Occupational Therapy Assistant
- Providing central customer service face for the client's internal stakeholders including management, travellers and travel bookers

Thank you for your time and consideration.

Sincerely,

Spencer Kub