

# Travel Assistant Cover Letter

88328 Price HillsNorth Rosalindaburgh, WY 08696-3655

**Dear Tatum Streich,**

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

In the previous role, I was responsible for travellers with the most cost-effective travel options according to the requirements submitted in the travel request form.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

- Have experience in Travel Agent and/or Tour Operator administrative work, including IATA BSP, Reports and Invoicing
- Have knowledge and experience of working with SABS (Web Traveller/Micros) or Dolphin travel
- Have experience in reconciliation of Air and Rail travel
- Have basic knowledge of Amadeus GDS or similar
- Have working knowledge of Excel or similar
- Demonstrate a passion for attention to detail and service excellence
- Be able to balance the demands of several activities
- Be able to produce accurate reporting

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

Sincerely,

Armani Stoltenberg