

Travel Assistant Cover Letter

3631 Zieme DivideNew Teresa, ID 19225-0840

Dear Armani Smith,

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

Previously, I was responsible for assistance to all DOD Personnel with respect to the use and administration of the Defense Travel System (DTS) application, DoD Travel Policy, and travel financial management and performs functional analysis to identify process steps, tasks and their inter-relationships.

Please consider my experience and qualifications for this position:

- Good comprehension of the travel industry and suppliers
- TMC / travel consultant experience preferred
- Excellent customer service, issue resolution and follow-up skills
- Experience with travel booking and/or reporting tools
- Well-organized, able to multi-tasking and proactive
- Able to exhibit confidentiality, tact, diplomacy and professionalism when dealing with senior managers
- Advance Microsoft Office skills (Word, Outlook, Excel, PowerPoint etc)
- Proficient in Microsoft Office(Word, Powerpoint, Excel) preferred

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

Sincerely,

Rowan Langosh