

Travel Assistant Cover Letter

1013 Erin PrairieSouth Rashad, NJ 48476-5000

Dear Armani Witting,

Please consider me for the travel assistant opportunity. I am including my resume that lists my qualifications and experience.

In the previous role, I was responsible for high quality, professional PA support to several leaders, including complex calendar and travel arrangements, often with conflicting priorities.

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

- Active New York State Physical Therapist Assistant license
- MA Physical Therapy Assistant (PTA) license
- Demonstrated strong computer skills in the use of standard office computer programs and database applications, including, but not limited to, Microsoft Word and Excel
- Previous experience in a Hospital and/or Inpatient Rehab setting
- Providing central customer service face for customer's internal stakeholders including management, travellers and travel bookers
- TMC / travel consultant experience
- CT Physical Therapy Assistant (PTA) license
- Very good knowledge of the local language and one or two working languages of the organization

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

Sincerely,

Jordan Welch