

# Travel Assistant Cover Letter

857 O'Keefe Mill Greenfielderburgh, OH 45604

**Dear Shae McGlynn,**

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

In my previous role, I was responsible for support and guidance to end-users for the analysis and the processing of exception requests, in coordination with Head of Travel Unit (Medical exceptions, upgrades, more expensive carriers).

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

- Demonstrate excellent communication, negotiation and influencing skills and be solution orientated
- Have respect for confidentiality of business and customer information (both internal and external)
- Experience managing and/or supervising a team
- Very good knowledge of Excel, Word and Powerpoint
- Knowledge of Commercial Real Estate would be an advantage
- Proficient in the use of Amadeus air ticketing system and Online Booking Tools ( OBT)
- Be physically capable of performing the essential functions of the apprenticeship program, with or without a reasonable accommodation and without posing a direct threat to the health and safety of the individual or other
- Query and analyze data from various sources and environments

**Thank you for taking your time to review my application.**

Sincerely,

Peyton Collins