

# Travel Associate Cover Letter

873 Fay Ferry Rutherfordmouth, AL 53907

**Dear Campbell Legros,**

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

In the previous role, I was responsible for travel assistance to staff in office for travel arrangements and entitlements based on the organization's rules and policies.

Please consider my qualifications and experience:

- Advanced understanding & detailed practical knowledge in travel and entertainment practices and processes
- Good concept and reasonable level of experience in working within a Shared Services environment
- Microsoft Office Suite Intermediate Level (Outlook, Word, Excel, Access, PowerPoint)
- Strong understanding of the Global Business Travel industry, including current working knowledge of the global commercial airline marketplace, airline revenue management, and content distribution practices
- Demonstrated success in supplier negotiations and airline portfolio optimization
- Excellent oral and written communication skills - able to simplify complex concepts for greater understanding and execution across the organization
- Recent experience in commercial airline corporate sales or corporate airline program consultancy
- Experience with expense reporting tool

**Thank you for your time and consideration.**

Sincerely,

Casey Fisher