

# Travel Associate Cover Letter

56040 Kunze Station Johniemouth, NY 85110-1146

**Dear Spencer Feil,**

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

Previously, I was responsible for travel support including preparing itineraries, visa applications, travel claims, and maintaining travel records.

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

- Hospitality, aviation, or strong digital media background an advantage
- Understanding of the social ecosystem in China
- A great attitude and passion for brave ideas!
- Typically has familiarity with complex systems environments through education or practical experience
- Professional meeting planner experience necessary
- Technology management, vendor management in meetings and event industry is preferred
- Strong interpersonal skills, including strong consensus-building in a team environment
- Understanding of Meeting/Event practices, processes, and policies

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

Sincerely,

River Jones