

Travel Associate Cover Letter

5832 Luettgen Fall Gislasonview, VT 73831-4616

Dear Ari Block,

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

In my previous role, I was responsible for best travel offers and travel advice to travellers.

Please consider my qualifications and experience:

- Strong computer skills - software applications including MS Word, Excel, PowerPoint and Outlook
- Proven strategic negotiation skills
- Relevant professional memberships desirable
- CCTE certification preferred
- Extensive working knowledge and experience in full service travel agency management, including all aspects of agency sales and rules
- Minimum 6 months experience in customer service or Finance/Accounting
- Previous accounting/finance/helpdesk experience
- Experience with Salesforce, Concur, Word, Outlook, Excel

I really appreciate you taking the time to review my application for the position of travel associate.

Sincerely,

Haven Ullrich