

# Travel Associate Cover Letter

1447 Miguel FallsShawndamouth, RI 48944-7294

**Dear Corey Nikolaus,**

I am excited to be applying for the position of travel associate. Please accept this letter and the attached resume as my interest in this position.

Previously, I was responsible for employee and manager training and updates on travel policy and how to book travel.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

- Van transportation provided to assignment outside the local area
- Fine motor control (hand movements)
- Good at controlling and recording the requirements, visa costs, airline tickets and travel insurance for employees
- Monitor and timely support staff issues arising during the travel
- Requires agility, accuracy, thoroughness, pressure and good communication skills (English-Vietnamese)
- Reliable transportation to Local Assignments and Van Meet Spots
- Minimum 6 months of customer service or Finance/Accounting experience
- Solid understanding of global distribution system (GDS)

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

Sincerely,

Robin Leannon