

Travel Associate Cover Letter

989 Fritsch LockWest Filomena, NC 23190-8030

Dear Haven Abbott,

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.

In the previous role, I was responsible for global support to travel coordinators on current procedures/policies.

Please consider my experience and qualifications for this position:

- Takes responsibility & initiative
- Reliable & consistent
- Excellent Microsoft Office skills – Excel, Word, PowerPoint, Outlook
- Deep knowledge of travel processes, GDS systems (Amadeus, Sabre and Apollo)
- Extensive knowledge of geography
- Flexibility to work outside of standard office hours
- Experience in Travel & Expense
- Native Sabre airline reservation experience preferred

Thank you for taking your time to review my application.

Sincerely,

Emerson Lang