

Travel Clerk Cover Letter

450 Ruecker DriveBernierberg, MI 74148-8740

Dear Sawyer Weimann,

In response to your job posting for travel clerk, I am including this letter and my resume for your review.

In my previous role, I was responsible for guidance and interpretation with the Joint Travel Regulations, policies and procedures.

Please consider my qualifications and experience:

- Reinforce and clarify Dart's Travel and Expense policies through communication with management and employees
- Perform final processing of cash advances after department approval
- Reconcile the Travel Department's credit cards in the electronic expense system
- Experience with accounts payable including the use of basic accounting software
- Strong written and verbal communications skills including an excellent phone demeanor
- Experience processing expense reports either manually or electronic
- Experience with Concur software system preferred
- Intermediate knowledge of Microsoft Excel & Outlook

Thank you for considering me to become a member of your team.

Sincerely,

Tatum Adams