

Travel Clerk Cover Letter

978 Roman GrovesHuelschester, MA 78345-6798

Dear Landry Cruickshank,

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

In the previous role, I was responsible for assistance in Defense Travel System (DTS) in the preparation of travel requests and vouchers.

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:

- Contractor personnel shall possess the necessary Travel Clerical skills to carry out all duties
- Previous DTS Travel experience
- Contractor personnel shall possess the necessary travel clerical knowledge and skills necessary to carry out all assigned clerical duties
- Our everyday work, inspiration for our spirit
- Basic understanding of the rules and regulations governing the performance of official Government travel and subsequent allowances and entitlements
- Skills in Microsoft Office (Outlook, Word, Excel, and PowerPoint)
- Experience with DoD Financial Management Regulation Travel Policy, DoD 7000.14-R, Volume 9
- Prior experience at Naval Surface Warfare Center, Panama City (NSWC PCD)

Thank you in advance for reviewing my candidacy for this position.

Sincerely,

Frankie McDermott