

Travel Clerk Cover Letter

4692 Barrows Gardens Torphyberg, IN 48103

Dear Drew Watsica,

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

Previously, I was responsible for guidance to employees on Lam travel policy and LMM travel procedures.

My experience is an excellent fit for the list of requirements in this job:

- Travel and Accounts payable background
- BA – Business Administration, Finance or Accounting
- Working knowledge of Concur T & E reporting system, ServiceNow Inquiry and Oversight audit based software
- Written and spoken English language at business level
- Work experience as an administrative professional
- PC skills / MS Windows
- CDC experience is preferred
- Observed Drug Screens

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

Sincerely,

Dylan Mante