

Travel Clerk Cover Letter

893 Haley BrooksSauerview, NH 37284

Dear Parker Schoen,

I submit this application to express my sincere interest in the travel clerk position.

In the previous role, I was responsible for effective travel solutions for TTEC global travel program, including travel management companies, airlines, lodging and ground transportation providers.

Please consider my experience and qualifications for this position:

- Experience providing Government Travel assistance within a U.S. Navy environment
- Army National Guard experience
- Possess a BS or BA
- Prior experience with DTS
- Experience with the CDC is preferred
- Knowledge of Army travel regulations and military travel orders
- Employee will assist in coordinating travel needs
- Ensure all Travel Authorizations are completed prior to any scheduled travel and ensure all trackers are kept up to date

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

Sincerely,

Hayden Wolf