

Travel Clerk Cover Letter

76671 Wes LightLake Evanstad, CA 49568

Dear Oakley Spinka,

I am excited to be applying for the position of travel clerk. Please accept this letter and the attached resume as my interest in this position.

In the previous role, I was responsible for travel offers and general travel advice towards travelers within customers travel policy.

Please consider my qualifications and experience:

- Knowledge of DOD standards and regulations like the FAR
- Checking/Processing of high volume of travel expense reports
- Analyse and minimize unmatched outstanding items and chase through queries
- Maintaining employee master data
- Developing effective working relationships with both internal/external customers
- Driving process improvements, following the change request process
- Progression within a global business
- Good basic salary with great benefits on top (Private Healthcare, Bonus)

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

Sincerely,

Drew Jaskolski