

Travel Clerk Cover Letter

59781 Christy WellLeuschkestad, CO 68304

Dear River Schaefer,

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

In the previous role, I was responsible for guidance on policy and procedure for official travel to staff members;.

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:

- Releases referral test results into the computer system according to established procedures
- Experience with DTS
- Use computers & related software such as Microsoft Office and other common products used in office environments the logistics and supply chain industry
- Excellent interpersonal and communication skills with documented supervisory experience
- Experience in contingency environments knowledge & experience working with government contracts
- Process Travel & Expense transactions
- Research and resolve any employee or client questions or discrepancies regarding travel and expense
- Proficient in Excel, including using VLOOKUPS & Pivot Tables

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

Sincerely,

Parker Halvorson