

Travel Coordinator Cover Letter

2412 Spencer FallsSouth Shonaland, MI 51859

Dear Lennon O'Connell,

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

Previously, I was responsible for subject matter expertise on travel industry practices and underlying industry technologies.

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

- Daily way bill collection, signing and filing
- Preparation and processing of written request on transport arrangement to and from the airport
- Professional Organization for large groups
- Preparation and processing of written request on transport arrangement off site
- Daily keeping and updating of travel log based on R & R requests
- Booking and purchasing of domestic flight tickets
- Be the contact person for the logistics of R&R and Business travel
- Maintain logs for R&R + Business Travel Authorizations

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

Sincerely,

Rowan Mante