

# Travel Coordinator Cover Letter

81058 Luis SummitHaagview, TX 45031-3525

**Dear Shiloh Walsh,**

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

In the previous role, I was responsible for travel and meeting coordination for General Counsel and VP, Industry & Government Relations.

Please consider my experience and qualifications for this position:

- Excellent interpersonal, telephone and computer skills
- Travel and Tourism
- Experience with project/resource management methods and tools, resource planning, project financial tracking, risk management, and project management life cycle processes and disciplines
- Knowledge of and/or experience in at least one business functional area
- Strong communication skills (English) - both written and verbal
- Develop and recommend prospective tour operators and Incentive group accounts from free market information purchased lead sources, analysis of statistical information
- MBO+ level preferred
- Excellent computer skills and affinity with web-based applications

**Thank you for taking your time to review my application.**

Sincerely,

Armani Runte