

Travel Coordinator Cover Letter

30110 Abshire CenterAftonfurt, OK 88111

Dear Riley Gibson,

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 information concerning travel itineraries and flying time to staff members.

Please consider my experience and qualifications for this position:

- Exceptional written and verbal skills to communicate professionally with a diverse group of people along with strong phone handling skills
- Possess superior organizational, time management and communication skills
- Excellent organization, interpersonal, and verbal communication skills
- Wants to be a part of a winning team
- Resolve travel problems timely and professionally
- Flexibility in managing daily tasks and responsibilities
- Complete airline budget analysis for internal BCG meetings and trainings this includes practice area WWOM
- Run projections using Global travel internal Amadeus tool

I really appreciate you taking the time to review my application for the position of travel coordinator.

Sincerely,

Corey Williamson