

# Travel Coordinator Cover Letter

9777 Alfredo FlatSouth Jonasstad, HI 12576-1329

**Dear Baylor Willms,**

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

In the previous role, I was responsible for travel details on PNRs flagged in Compliance and daily pre-travel reports.

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

- Corporate event/meeting experience preferred
- Charter and international booking experience an asset
- Strong interpersonal skills and a collaborative approach to teamwork
- Professional demeanor and a demonstrated strong work ethic
- Proven experience in the use of MS Office, Word, Excel, Outlook, SharePoint, OneDrive
- Work experience in a travel environment would be preferred
- Excellent business acumen and people skills
- Demonstrated experience and understanding of MS Office Suite including, Word, Excel, PowerPoint and Outlook

**Thank you for your time and consideration.**

Sincerely,

Peyton Barrows