

# Travel Support Cover Letter

30163 Harvey Station Lake Gertie, MI 20685

**Dear Stevie Barrows,**

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

In my previous role, I was responsible for travel support and arrangement including VISA application, travel claims, maintaining travel records, preparing itineraries and managing meeting schedules for overseas trips.

Please consider my experience and qualifications for this position:

- Knowledge of Global Distribution Systems, specifically Apollo
- Thorough knowledge of all rules and regulations relating to air travel ticketing and transaction settlement in accordance with the Airlines Reporting Corporation
- Working knowledge of Microsoft Office (Outlook, Access, Excel and Word)
- Fundamentals of Business Travel Management certificate of completion
- Knowledge of travel logistics
- Experience with Synchronized Pre-deployment and Operation Tracker (SPOT)
- Knowledge of or willingness to learn United Methodist denominational polity and organizational structure essential
- Trained on Concur Travel and Expense and eTouches software

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

Sincerely,

Skyler Hegmann