

# Travel Support Cover Letter

1258 Sanford Lane West Odis, MO 33185

**Dear Azariah Hamill,**

In response to your job posting for travel support, I am including this letter and my resume for your review.

Previously, I was responsible for travel advice such as visa requirements, health checks and other travel related information together with complete, accurate and professionally presented travel documentation.

Please consider my qualifications and experience:

- UMC Member is preferred
- Industry experience in a travel management company
- Sabre skills and Microsoft office experience preferred
- Sabre GDS and Online Booking Tool experience highly preferred (Concur, NuTravel, GetThere)
- Understanding of QC processes and data integrity
- Willingness to learn and work with new and unique applications
- Works well in team and autonomous roles
- Be organized and resourceful with excellent follow through

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

Sincerely,

Casey Rogahn