

Travel Support Cover Letter

326 Kuhn RapidsMcCulloughview, ND 48660

Dear Hayden Feeney,

I would like to submit my application for the travel support opening. Please accept this letter and the attached resume.

In my previous role, I was responsible for advice on relevant flight regulations and required travel documentation.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

- Manage the order process from initial inquiry to final delivery of products including basic after sales service
- Communicate with international customers regarding orders, product availabilities, delivery times and shipments
- Interact and support our sales representatives who are in charge of international accounts
- Ensure compliance with various company policies and procedures related to credit, sales and logistic processes Marketing promotions and Visual Merchandising activities
- Support new and existing processes and requirements across multiple levels ensuring that customer centric approach gets delivered
- Knowledge in IT related areas, including troubleshooting, resolution of issues or programming knowledge
- Familiarity with Customer Service and Support for a Travel software or other Information Technology products
- Working knowledge of travel industry regulations such as ARC, IATAN, DOT

Thank you in advance for reviewing my candidacy for this position.

Sincerely,