

# Travel Support Cover Letter

96488 Wunsch SpringSouth Andreas, UT 72185-8478

**Dear Ryan Dach,**

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

In the previous role, I was responsible for on-site guidance in accordance with Federal Travel Regulations and NOAA OAR specific policies and procedures.

Please consider my experience and qualifications for this position:

- Familiar with California Air Resources Board (CARB) emission and Federal Motor Carrier (DOT) rules and regulations
- Knowledge of Microsoft Windows OS
- Knowledge of MAC OS will be a valued
- Experience with Travel GDS systems (Apollo, Abacus, Amadeus, Sabre, Galileo or Worldspan)
- Recent experience with administering an online booking tool is preferred
- Strong working knowledge of a GDS
- Have exceptional time management and prioritization skills
- Outstanding troubleshooting capabilities

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

Sincerely,

Dakota Fadel