**Jenny Austin  
Travel Coordinator**

123 Your Street, Your City, ST 12345, (123) 456-7890, email@maxresumes.com

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4th September 20XX[Hiring Manager]

123 Address St

Anytown, ST 12345

Dear [Hiring Manager],

I am writing to express my interest in the Travel Coordinator position recently advertised on [Job Board/Company Website]. As a highly organized, efficient and motivated professional with a proven ability to work collaboratively to plan and coordinate domestic and international travel, I am confident that I would be an excellent addition to your team.

I am currently employed as a Travel Coordinator for [Company], where I have gained significant experience in maintaining corporate travel policies and procedures, completing expense reports, booking flights and hotels, and preparing travel itineraries. I am also highly skilled in researching and selecting the best available travel options for individuals and groups, keeping accurate travel records, and providing knowledgeable customer service.

My communication and interpersonal abilities make me an effective team player, allowing me to successfully liaise with a variety of stakeholders and vendors. In addition, I have a strong attention to detail and am able to work efficiently and accurately under tight deadlines.

I am excited to have the opportunity to discuss my qualifications further and look forward to sharing more details about my experience. Attached you will find my resume, which outlines my qualifications and experience in greater detail.

Thank you for your time and consideration.

Sincerely,

**Your Name**

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