**Robert Smith**

**Parking Attendant**

[Today’s Date]

[341 Company Address]  
[Company City, State xxxxx]  
[(xxx) xxx-xxxx]  
[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Hiring Manager’s Name],

Upon reviewing your job posting for the Parking Attendant role available with your dining facility, I quickly wanted to submit my resume for the same. As an efficient and service-oriented, I have worked skillfully as a Parking Attendant for approx. 4years ABC business park.

Below are the highlights of my role contribution for your reference:

* Manage and control the traffic in the parking area.
* Offer support to the customers to move in and out of their vehicles.
* Ensure smooth operation of the valet services.
* Issue tags and maintain log sheet for the cars parked.
* Ensure compliance with the safety and security rules.
* Customers in locating their vehicles.
* Conduct other instructed duties.

In addition to the above duties, I have acquired excellent customer service, team collaboration, and a detail-oriented attitude to fulfill the job responsibilities as your Parking Attendant. My outstanding driving skills and exceptional personable nature well-position me to become an immediate asset to your staff.

Thank you for referring to my job application. Please go through the attached resume to get a sneak peek of my educational background and previous work experiences to gauge my role suitability. I would be honored to further discuss the job expectations with you in-person.

Best Regards,

[Your Name]

1737 Marshville Road, Alabama, (123)-456-7899, info@qwikresume.com, www.qwikresume.com

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