

James Brown

238 Broadway

New York

NY

United States

To,

The HR Manager

XYZ Company

354 F 63rd Street

New York

NY 10022

United States

Subject- tour guide cover letter

Respected sir/ma'am,

With over four years of working experience as a tour coordinator, I [mention the name of the sender] am writing this letter in regard to my interest in applying for this job position of [mention the name of the job position] in [mention the name of the hiring company]. I have attached my curriculum vitae with this letter and I hope that you will accept this letter as a legitimate form of job application for this job in your reputed company.

As I have also worked in the same place, I can assure you that I will be the perfect fit you can find for this job as I have the responsibilities like greeting and welcoming customers to the tour, informing the customers about the details for each tour, planning itineraries in accordance with the weather forecast and the length of each tour, scheduling visits and purchasing tickets to museums, galleries, parks, and other attractions ahead of time, planning alternate activities of the events which might get canceled due to weather or any other reasons, etc.

Apart from my responsibilities, I have also been able to grow proper skills like ability to work during weekends, outstanding organizational, time management, and

improvisation skills, excellent conversation skills along with the capacity to stand and walk for a long period of time. I would also like to inform you that I completed my High school from [mention the name of a school] and after that, I have completed my graduation in business administration from [mention the name of a college].

I hope that my working skills and experience, along with my proper educational background, will match your company's requirements and I will be able to get this job in your company. Thank you so much for your time and effort. I really appreciate it.

Sincerely,

From

James Brown

[handwritten signature]

[Mention the contact details]

[Mention here, if there is any post note to be given]