

[Mention date]

To,

[Mention name of Hiring Manager]

[Mention name of the corporation]

[Mention address of the corporation]

Dear [Mr. / Mrs. / Ms] [Manager's name]

After viewing the ad posted by the organization at [mention the name of the job portal], I am writing this letter without making any delay to apply for the position of travel agent at [mention the name of the company or organization].

It has always been a dream to work for one of the finest organizations in the world and I believe applying here, my educational qualifications, skills as well as knowledge will make my dream come true finally.

Speaking of my nature, I happen to be an energetic, smart, calculative, and determined person. I have always managed to be a class and department topper throughout my life.

My last educational qualification, [mention the name of the degree], from [mention the name of the institution] is in fact the highest in this field. I have always wanted to achieve success in the travel and tourism industry by giving my best.

At present, I am employed as a tour operator at [mention the name of the organization] where after working for [mention the no. of years] I have managed to learn a lot. I have even successfully sharpened my skills further to achieve the state of perfection today.

Currently, I am responsible for managing the tour from start to end; I look after the finer details of the tour, and vacation, such as meals, conveyance, hotels, etc. In addition, I also have the duty of serving as a travel guide, arranging all travel-related wants and needs.

I am absolutely sure of taking the post of a travel agent as I know I will do well here. Apart from my educational qualifications, and skills, my confidence comes from the extra course of [mention the name] that I have done especially for this role.

Above all, my determination to succeed in life no matter what makes me stand out in the crowd. In addition to that, I have all the required abilities for this position like good persuading, decision making, and administration skills, excellent communication and technical skills as well.

I applied here for this position as I have heard that the organization gives plenty of opportunities to its employees so as to succeed in life and given a chance, I will ensure to add value to the organization at all costs always.

Sincerely,

[Mention your name]

[Mention your address]

[Mention your contact address]