Rachel Watson

Address, City, ST ZIP Code | Telephone | Email Address

Today’s date

Ms. Kathy Russell, Travel Agency Directing Manager

Heaven Travel Agency

Address, City, State, zip

Re: Travel Agent Job Position

Dear Kathy Russell,

On my way home from work yesterday, I saw in the window of your travel agency a help wanted sign.

I have been working for a travel agency for the past eight years and have garnered a lot of experience in helping people book the flights they want on the airline they prefer at the price they can handle.   
In addition to English, I speak a fluent Spanish and an okay French, so I can communicate with native citizens, tourists, and immigrants.

My current responsibilities include:

* Answering phones.
* Booking flights.
* Accepting credit card information.
* Emailing customers their flight information and e-tickets.

I research hotel accommodations and rental car options and suggest places of interest to customers, bearing in mind their preferences (hiking, seeing art galleries and other cultural venues, historical locations, attractions that appeal to children) and budget limits.

During working hours, I am also available for emergency calls from customers who are stuck in a foreign country with no wallet or a missed / cancelled flight, and do my utmost to extricate them from the problems they face.

I’d like to meet you to discuss the position further.

My contact information is above.

Sincerely,

Rachel Watson