**Mark Ship**

[Street Address]  New York, NY 55900

Phone: (333) 333-3333  Email: [Email Address]

**Today’s date**

Mrs. Lisa Wheeler

XYZ Travel

Street Address, City, State, Zip

**Re: Travel Consultant Position**

Dear Mrs. Wheeler,

When I passed your travel agency this week, I noticed your “Help Wanted – Travel Consultant” sign posted on the window.

As you will note in my enclosed resume, I have been working as a successful travel consultant for ten years, and my enthusiasm for travel is contagious. I have also personally been in many countries around the world, so my recommendations for travelers are backed by solid, first-hand knowledge.

My responsibilities and contributions include:

* Researching travel destinations, prices, and accommodations
* Writing service contracts and maintaining relationships with ethical providers
* Being available to assist clients before, during, and after their trips, whether helping them plan their itinerary, coming to their aid if they run into sticky situations in foreign countries, and tracking down lost luggage once they’ve returned

It would be my pleasure to meet in person to discuss my qualifications and experiences further and to trade travel stories. Feel free to contact me at 510-510-5105 or at [your email address] so we can set up a mutually convenient time.

Thanking you for your time.

Sincerely,

Mark Ship