

Emily Thompson

January 16, 2026

Acme Corporation

RE: Entry Level Travel Agent

Dear Hiring Manager,

I am writing to express my enthusiasm for the Entry Level Travel Agent position at Acme Corporation, as advertised on your company's careers page. With a passion for travel and a commitment to providing exceptional customer service, I am excited about the opportunity to contribute to your team and help clients create unforgettable travel experiences.

During my time at university, I completed an internship with a local travel agency where I assisted in planning and organizing travel itineraries for clients. One of my key achievements was collaborating with a team to design a comprehensive travel package for a group of 30 college students, which included accommodations, transportation, and guided tours. This experience not only honed my organizational skills but also taught me the importance of understanding customer needs and preferences in order to deliver personalized service.

Additionally, I have developed strong skills in using travel booking software, thanks to a certification course I completed recently. I successfully used my knowledge to streamline the booking process for a mock client project, ensuring efficient and accurate reservations while adhering to budget constraints. This experience has given me a solid foundation in the types of technology and tools I would utilize in the Entry Level Travel Agent role at Acme Corporation.

I am eager to bring my skills and enthusiasm for travel to your team, and I would love the opportunity to discuss how I can contribute to the success of Acme Corporation. Thank you for considering my application. I look forward to the possibility of speaking with you soon.

Sincerely,

Emily Thompson