

Jordan Taylor

January 16, 2026

Acme Corporation

RE: No Experience Travel Agent

Dear Hiring Manager,

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I am writing to express my excitement about the No Experience Travel Agent position at Acme Corporation, which I discovered on your careers page. With a passion for travel and a keen interest in helping others plan their perfect getaways, I am eager to contribute to your team and assist clients in creating memorable experiences.

Although I am new to the travel industry, I have a strong background in customer service and event planning that equips me with the skills necessary for this role. In my previous position as a customer service representative at a local retail store, I consistently received positive feedback for my ability to listen to customers and address their needs effectively. For instance, I successfully organized a promotional event that attracted over 200 attendees, showcasing my organizational skills and attention to detail—qualities that are vital for a travel agent. Additionally, during my internship at a local tourism office, I assisted in coordinating travel itineraries for visitors, where I learned about various travel destinations and services that could enhance a traveler's experience. This hands-on experience has sparked my desire to pursue a career in travel planning.

I am particularly drawn to Acme Corporation because of your commitment to personalized customer experiences and innovative travel solutions. I am excited about the opportunity to learn from your experienced team and contribute my enthusiasm for travel and strong customer service skills. I would welcome the chance to discuss how my background and passion align with the goals of Acme Corporation. Thank you for considering my application; I look forward to the opportunity to speak with you further.

Sincerely,

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