**Dear Manager Mr. YILMAZ,**

I’m writing in response to your advertisement in doğanhotel.com of 1 october 2013 regarding the post of receptionist .Please find enclosed my CV summarising my experience.

I have a year of receptionist experience at Truva Hotel including working in a busy work environment with professional staff in a group.At the same time, I have a year of tour guide experience at Pegasus Airlines in my hometown Alanya,Turkey.Altough I have two kind of work experience ,I want to be receptionist .Because I believe that I can work as a receptionist professionally in your hotel and depending on my work experiences,I can work in a group and under hard condition easily .In addition to my background and skills provide me an excellent candidate for this position .It is for this reason that ı am applying for the post you have advertised.

Thank you for your consideration.I look forward to hearing from you to arrange an interview.

Yours sincerely,

AYŞE NUR ŞENLİ