06/10/2013

To whom ıt may concern

I am writing in response to your recent advertisement which is looked for a motivated Tour Guide extended tours from Cairns to Cape York in northeastern Australia. Please find enclosed my summarizing my education, qualifications and experience.

First of all, I started to work in cable factory (Teleset) in Tekirdağ . I was a quality control manager. my all manager was foreign. In order to understand them exactly I studied English from dusk until dawn. It was a job which lasted for six months. It made me realize that English is an area I want to work in. Thanks to this job, I improved my ability to speak and write English. Additionally, while working I had staff members. In order to be model them, I did everything on time in an obstinate manner. I am really responsible, punctual…

I am currently student at Karadeniz Technical University. My department is English Language and Literature. I have a computer certificate. I use microsoft office programs like powerpoint, excel. Addition to that, I am prepared to work irregular time and I can be away from home for extended periods. For my part, travelling is to chance to improve world knowledge. I can go everywhere you want and It is for these reasons that I am applying for the post you have advertised. I belive that tour guide will give shape to my future.

I would be available to come for an interview at any time. I look forward to hearing from you.

Yours sincerely,

EMİNE ASAR