**EMETE EĞRİBAŞ**

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Dear Sir/Madam,

Please accept my resume as my application for your tour guide position that you advertise. I am applying because I strongly believe that this position is created for me. My skills and experience would be beneficial to your company.

As my resume indicates, for the past three years I have been working as a tour guide in my hometown which is known with its historical places and remains. Thanks to my work experience that I gained during this period, I have remarkable knowledge about history of art. Although these were temporary positions, they made me recognize that tourism is a branch I want to work in.

I am currently a student studying language department, which I consider the helpful education for my future job. Collaboration and self-confidence are the features that I acquired owing to this department. Writing and speaking English skills are improved as well. Guiding which is my main interest contributed me to have different varieties of knowledge. Different cultures, languages, punctuality and most importantly good people skills can be examples. During my work life I had no difficulties on dealing with people. For my part a guide must have a kind and tender character and this is why I am applying for this job. As well as guiding skill I have an International first aid diploma which is given by Red Cross. After 8-week training, I got my diploma. Cooking and swimming are my favorite activities. And also I have 5 year-old full clean driving license. As a single adult I have no obstacle for working and travelling in irregular times.

I feel that your company is the type of organization in which I want to work. My qualifications, backgrounds and experiences can be perfect fit for your company. Should we have the opportunity to meet, you will discover what my resume cannot reveal.

Thank you for your consideration and look forward to hearing from you.

Yours faithfully

Emete Eğribaş

 EMETE EĞRİBAŞ

**Tel:** +9005347418440 **Home Adress**

**E-mail:** [emete\_91@hotmail.com](mailto:emete_91@hotmail.com) 2 Nolu Beşirli mah.

**DOB:** 03/07/1991 923 Nolu sok Körfez apt

**Nationality** : Turkish Trabzon/TURKEY

**EDUCATION**

**20012 – …(ongoing)** 1st year student, English Language and Literature Department

Karadeniz Technical University, Trabzon/TURKEY

* Preparatory class passed with high mark
* Collaboration and Language skills improved

**2008 – 2012 :** Open High School ( Language Department)

**WORK EXPERIENCE**

**2011 – … (ongoing)** Volunteer English Teacher

* Tutored high school, primary school students for English examinations
* Improved teaching skill

**2010 – 2011:** Acme Tourism, Konya / Turkey

* History of art knowledge improved thanks to visiting historical places and remains with tourist groups

**2008 – 2009 :** Akdora Tourism, Konya / Turkey

Tour Guide

* During the summer I have guided numerous tourists group, gained an extensive background in travelling

**SKILLS**

**IT:** Computer Operating Licience Certificate - Microsoft Windows packages including DOS, Excel, Powerpoint, Office

* Ability to use Photoshop CS5
* Driving License, test passed in 2009

**Health:** First aid diploma – after 8 weeks training period I had successfully got my

Diploma

**Language:** English : Fluent German : Advance Italian : Beginner

**INTEREST**

**Travel:** As a tour guide I enjoy travelling all around the world and learning new

Languages and cultures

**Sport:** Swimming, keep fit, Pilates

* Interested in cooking

**REFERENCEE**

Mustafa Karaca, founder of Kardil Language School / English teacher

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