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4th October 2013

Dear Australian Tours,

I am writing in response to your recent advertisement regarding the post of Tour Guide. I have been looking for a job like described in your advertisement, tourist guide position. Please find enclosed my CV which explains my career goal, education, experience, qualifications, and skills.

As career goal, i intend to be beneficial with a stable and disciplined teamwork on behalf of getting the success and permanence. I believe that is a fact the successful future by supervising not managing people, supporting with foreign language and running brain which has knowledge are obtained. I strongly believe that i have this tenacity and awareness.

Firstly, i was currently employed as a tourist guide in Ets Tour. I was responsible for tours of up to seven days, supplying with people’s needs, planning viands and travel programme, giving historical talks and sharing my experiences with guests. This job has given me a big experience of dealing with groups of people, and of working irregular hours. I am used to being away from my hometown for long periods. Also, i was taking groups of 30 people on weekend to historical and touristic places of the country such as Lycia, Caria, Lydia, Mysia, Pamphylia and Paphlagonia. Likewise, i am good at basic cooking. Organizing dinner and lunch times was one of my responsibilities. In addition, i can help people in any injuries or health problems upon having in an emergency situation. It means that i have First Aid Diploma. I also should add that i have a clean drive licence for three years. Besides Turkish, I am bilingual in English and Latina. Excellent communication**, negotiation, and presentation skills** are the most striking traits of me. My past experience as a guide at Ets Tour made me enable to work with different types of people. I strongly believe that my communication skills, guest relations and positive work philosophy will be beneficial for this job. In future, tour guide is the only field that i want to profess and for this reason i am applying for the post you have advertised.

I hope that my experiences in the tourism make you consider me the most presentable candidate for this position. I look forward to meeting with you, discussing my competencies in more details and to hearing news from you soon.

King regards,

Gülşah Terzi