Dear Sir/Madam

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

Firstly, I started to work at Ateş Marine in İzmir/TURKEY and this work gave me more information about translation and tourism. At the same time, I worked at Amsterdam Hotel and it also made me thoughtfully on tourism sector.

I am currently student at Karadeniz Technical University and Anadolu University and I study English Language and Literature and Tourism and Hospitality Management. Addition to that, I have a computer certificate, so I can use Microsoft Office Programs like Word, Excel and PowerPoint. I do not work right now and I can come Cairns and Cape York although I am from Turkey. That’s not problem for me. Therefore, I can travel and work in anytime and I want to improve my language and my information on tourism sector, so I think this job can be chance to improve me on any issue and it is for reason that I am applying for the post you have advertised.

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

Yours sincerely,

MERT ATEŞ

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| --- | --- | --- |
| **MERT ATEŞ**  **Term-time address**  KTU A Blok Student (Men) Dormitory  **TEL:** 05363300239  **E-mail:** [mert-ates@outlook.com](mailto:mert-ates@outlook.com)  **DOB:** 10/03/1994  **POB:** K.Çekmece/ İstanbul | **Home address**  Flat 1/112 Güvercintepe Street, Başakşehir/İstanbul  **Nationality:** TC  **Marital:** Single  **Type of blood:** 0rh+  **Criminal records**: NO | C:\Users\Mert\Desktop\ben\IMG_20131002_210008.jpg |

**EDUCATION**

**2012-2017** Karadeniz Technical University, Trabzon/Turkey

BA: English Language and Literature

Modules included: Teaching language and linguistic

Skills developed: My ingenuity has been developed in English.

**2012-2014** Anadolu University, Eskişehir/Turkey

BA: Tourism and Hospitality Management

Modules included: Hotel management and responsibility for administration

Skills developed: This course makes me more responsible towards service sector.

**2008-2012** Altınşehir High school, Başakşehir/İstanbul/Turkey, “A” grades in English and Turkish

**WORK EXPERIENCE**

**Jun.-Sep. 2012** Amsterdam Hotel, Çeşme/İzmir/Turkey

Receptionist – I can use some programs ( ETA/LOGO) which deal with accounting.

**Jun.-Sep.2012** Ateş Marine, Çeşme/İzmir/Turkey

Translator - I have learnt new words thanks to this job.

**ACHIEVEMENTS & AWARDS**

**Academic** 06.2006 – Private Önder Computer & English and Accountancy Course – Certificate for using Microsoft Office Programs

**Societies** Bahçelievler Orphanage – I volunteer to do something with children in this place. Therefore, I have been given an award symbolizes this job.

**SKILLS**

**IT** Computer & English and Accountancy Certificate – competent in Microsoft Office package including Excel, Word, and PowerPoint.

**Languages** English and Azerbaijani (Advanced)

**INTERESTS**

**Travel** I enjoy travelling to other cities and meeting new people from different cultural backgrounds

**Ambition** To go globetrotting

**Sports**  Walking, and volleyball

**REFERENCES**

**Academic** Ins. Saye ZİBANDE – Karadeniz Technical University -- English Language and Literature, Trabzon/Turkey (<Tel:05333427777>)

Lec. Şakire ERBAY- Karadeniz Technical University -- English Language and Literature, Trabzon/Turkey (Tel:05369500592)

**Employer** Uğur ATEŞ (Manager of Okmeydanı Mc Donald’s) Okmeydanı/İstanbul

(Tel: 05343800463)

Atalay KOÇMAN (Manager of Sembol Pastaneleri) Başakşehir/İstanbul

(Tel: 05358995089)