To whom it my concern, 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 northheastern Australia.Please find enclosed my CV summarizing my education,qualification and experience. First of all,ı started tourism sector as a waitress in Hotel Harşena which is famous in Amasya.And ı started to work as a guide.I worked three month in this job. I have the features which are suitable for this job.For example;my communication is good between someone.I can settle with people very easily.The most important thing is that ı can speak English fluently and comprehensible.Thus ı think that ı am a suitable person for this job. I now feel that my future lies in this field,and it is for this reason that ı am applying for the post you haveadvertised. I would be avaible to come for an interview at any time.I look forward to hearing from you.

Yours sincerely, *Şerife BÜTÜNER*