

# RESPONSE TO CLASSIFIED AD - TRAVEL AGENT

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**Chris Smith**

178 Green Street • Anywhere, Ontario • N0X 2X0 • (123) 987-5432

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November X, XXXX

Pat Cummings  
Owner  
Any Travel Agency  
1140 Main Street  
Anywhere, Ontario  
N0X 3K9

Dear Ms. Cummings,

I would like to apply for the position of travel agent advertised in the Anywhere Newspaper.

As my resume indicates, I have eleven years' experience in the travel and tourism fields. As sole owner of a tourism-related business for four years, I oversaw and advised thirty host homes and inns operating in Ontario. I was independently responsible for maintaining accurate business records, purchasing supplies and writing and editing all public relations materials, contracts and policy guidelines.

In addition, my associations with the Greater Ontario Convention and Visitor's Bureau, the Southern Connection Bureau and the Anywhere Chamber of Commerce have heightened my awareness of visitor markets and related disposable income.

I look forward to hearing from you to further discuss my qualifications. Thank you for your consideration.

Sincerely,

Chris Smith  
encl.