Activity 1 Sample Letter

Martin Jones
19 Forfar Street
Aberdeen
AB63 1YV

Ms Alison Green
Manager
Blue Sky Holidays
175 Lang Lane
Aberdeen
AB62 2SD

14 July 2025

Dear Ms Green

Re: Travel Services Modern Apprenticeship (Ref. TSMA YP1)

I am writing to apply for the above post, which I saw advertised in the Aberdeen Gazette on 12 July. I am also attaching my CV for your consideration.

As you can see from my CV I am about to leave school and have recently completed six National 5 qualifications. I expect to achieve mainly A or B grades in all of my subjects, based on prelim results. I have also successfully completed the SQA Skills for Work course in Travel and Tourism.

This was a wonderful opportunity to find out more about the industry, which I have been interested in for some time. I was also able to practise my customer care and telephone skills during a two-week placement in a local travel service, which specialises in executive travel.

I thoroughly enjoyed working with the customers and providing them with information. I am now keen to find an entry level post in the industry and gain recognised qualifications.

I know that your service has an excellent reputation for the quality of its training. I am particularly interested in the advertised apprenticeship because it provides the opportunity to work towards SVQ Travel Services.

I hope that my CV shows that I have the skills and potential to become an excellent employee. Thank you for your time and consideration. I look forward to hearing from you.

Yours sincerely

Martin Jones

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