

Courtney Cameron
19 Forfar Street
Aberdeen
AB63 1YV

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

29 July 2016

Dear Ms Green

Re: Application for the post of Travel Services Modern Apprenticeship (TSMA1)

I am writing to apply for the above post, which I saw advertised in the Aberdeen Gazette on 26 July. I have enclosed my CV as requested.

As a recent school leaver, I am currently waiting to receive my SQA exam results in six National 5 subjects, including Maths and English. My prelim results indicate that I should achieve A or B grades in both subjects. I have a keen interest in travel and the travel industry, experience of working with the public and am now seeking employment as a travel services apprentice. Your job post attracted my attention because I noticed on your website that you have an excellent reputation for staff training and I would like to work towards an industry recognised qualification.

Earlier this year I successfully completed a one-week work placement in a local Thomson Shop. It was a fantastic experience, which gave me a good understanding of the work involved in retail travel services. Currently I work part-time in Sainsbury's, which has helped me develop strong skills in communication and customer service. I thoroughly enjoy working with the public and being part of a team. My organisation and planning skills are also good, and I have helped to run several fundraising events in school.

Thank you for considering my application. Please feel free to contact me if you would like further information. I am available for interview at any time and look forward to hearing from you in the near future.

Yours sincerely

Courtney Cameron

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