**Jenny Austin  
Travel Assistant**

123 Your Street, Your City, ST 12345, (123) 456-7890, email@maxresumes.com

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4th September 20XX[Hiring Manager]

123 Address St

Anytown, ST 12345

Dear [Hiring Manager],

I am writing to apply for the Travel Assistant position at [Company], as advertised on [Website]. With over [Years] of professional experience in customer service, travel coordination, and administrative assistance, I am confident that I am a great fit for the role.

My experience includes working in customer service and travel coordination roles, giving me the qualifications needed to excel in this position. I have a strong understanding of the Travel industry, and a good working knowledge of the various travel booking systems. Additionally, I have excellent organizational and administrative skills, as well as a strong attention to detail, which has enabled me to provide a high level of customer service to each client.

I also have extensive experience in dealing with customer inquiries and complaints, and I am confident I could be an asset to the team by finding solutions to customer issues quickly and efficiently. I am highly motivated and able to work independently, and I am also able to collaborate effectively with other team members.

I am passionate about the Travel industry, and I am confident I could be an asset to the team. I am excited for the opportunity to join [Company] and be part of a successful travel team. I have attached my resume, and I look forward to hearing from you soon.

Sincerely,

**Your Name**

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