

3 Park Road
Market Town
West Yorkshire
M61 3JF

16 May 201?

Mr Green
Green's Travel Agency
High Street
Wigton
W13 4WR

Dear Mr Green

In today's Courier I read about your company's success and that you will soon be opening a new branch in Market Town. I am writing to ask you to consider me if you need new staff. I am very interested in travel agency work and would like to become a travel consultant.

I am 16 years old and currently completing my GCSEs. I will be available for work from July 201?.

I have taken business studies and should get a high grade. I have good IT skills and like working with people. In my Saturday job at the library I work on the desk answering questions, taking computer bookings and lending books.

My CV is enclosed and I can attend for interview at any time. I look forward to hearing from you.

Yours sincerely

Omar Murtarza

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