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SANDY RUDD

Travel Lover

PROFILE

This is the section where you describe your professional career. Use this paragraph to educate your potential employer about your best qualities, like your attention to detail, or leadership skills. What can you provide to a business that others can't? This is your moment to sell yourself and let your potential employer know that you are the person they need to hire.

CONTACT

A: 123 Street Name,
City, State
0000
M: 0411 111 111
E: sandy.rudd@gmail.com

INTERESTS

Travel, running, movies, baking, eating, long road trips, surfing, Netflix, making friends and swimming.

SKILLS

Galileo
Customer Experience
Sales Experience
MS Office Suite

EXPERIENCE

DAVID JONES / Brisbane City / 2016 - Present

Sales Assistant

- Customer service
- Cash handling
- EFTPOS management
- Stock-take

BRUMBY'S BAKERY / Brisbane City / 2014 - 2016

Bakery Assistant

- Customer Service
- Waste Control
- Food handling
- Opening and closing store

EDUCATION

Flight Centre Travel Academy

Cert II in Tourism

Brisbane High School

Year 12 Certificate

REFERENCES

Jon Snow

Team Leader

T: 0422 222 222

E: job.snow@gmail.com

Julian Calabancas

Assistant Manager

T: 0411 111 111

E: julianc@gmail.com

Kerry Anne

Manager

T: 0433 333 333

E: kerry.anne@gmail.com

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COVER LETTER

30th November, 2016

Mr Smith
Position in Company
Company Name
123 Street Name, City, State, 0000

JOB REFERENCE: TRAVEL CONSULTANT FOR YOUR COMPANY

Dear Mr Smith,

Having read your company's recent advert on seek.com.au looking for a travel consultant, I would like to apply for the position.

I have a Certificate II in Tourism with Flight Centre Travel Academy and am ready to apply these learnings to the industry. My qualification exposed me to relevant systems and programs which have given me the skills to tailor packages towards the customers' needs. I am focused on providing an excellent experience for the customer in order to build and maintain my reputation and customer loyalty.

I would love to be considered for the role in your company as you are a market leader and I feel I would fit well into the working environment.

I look forward to hearing from you.

Sincerely,

Sandy Rudd

Sandy Rudd