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JENNIFER MCDONALD

YOUR FUTURE EMPLOYEE

CONTACT

ADDRESS

123 Street Name,
City, State
0000

PHONE

0400 000 000

EMAIL

resume.template@gmail.com

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,

Jennifer McDonald

Jennifer McDonald

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SKILLS

Galileo



Customer Experience



Sales Experience



MS Office Suite



INTERESTS

Travel, Running, Movies,
Baking, Eating,
Long Road Trips

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.

EDUCATION

Jan 2016 - June 2016

Flight Centre Travel Academy

Cert II in Tourism

Feb 2013 - Nov 2015

Brisbane State High School

Year 12 Certificate

EXPERIENCE

Feb 2016 - Present

David Jones

Sales Assistant

Customer service, cash handling, stock-take,

Nov 2014 - Feb 2016

Brumby's Bakery

Bakery Assistant

Customer service, waste control, food handling, opening and closing store.

REFERENCES

Jon Snow

Team Leader

T: 0422 222 222

E: jon.snow@gmail.com

Julian Calabancas

Assistant Manager

T: 0411 111 111

E: julianc@gmail.com