Koto Tagami

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Procon Group of Companies

Dear Mr. Smith,

My name is Koto Tagami. I am seeking an opportunity to succeed as a travel agent at Procon Group of Companies. I am a university student at Thompson Rivers University. My professor, Mr. Peter introduced me about your company for my career after I graduate a university.

I am interested in a tourism industry, and I have learned about tourism of Japan and around the world at a university. I would like to support customers to have a wonderful time in their journey, and I would my customers like to feel satisfied and excited to have new travel experiences. I heard that your company’s work environment and customer services are excellent. I am sure that I can be motivated and perform well at your company.

To be a travel agent, I improved my English skills. I stayed in New Zealand for two years to graduate a high school and stayed in Canada for three months for a study abroad program of university. I joined volunteers, teaching Japanese culture to children and helping senior at a retirement residence during study abroad. I could learn many things such as differences of cultures and how people live in the country. This experience and knowledge are my treasure and will be useful for this job.

Also, my strengths are communication skills and responsibility and a quick learner. I am currently working at a restaurant as a waitress for two years. When I am working, I always keep in mind that smiling and talking with customers friendly. Also, I take notes to memorize tasks and essential information every time to be a quick learner and to work efficiently. Showing a respect to customers and taking responsibility for my job are my aspirations. I am confident that my skills, and experiences will make a success for your company.

Can we schedule a meeting to discuss how I can benefit Procon Group of Companies? I am looking forward to seeing you. Thank you for your time and consideration.

Sincerely,

Koto Tagami