Mr. Aaron Warden
Hiring Manager
Four Clover Tourism Company
7001 Culebra Rd
San Antonio, TX 78251

Dear Mr. Warden:

My six-year experience with Paradise Tours can tell how prepared I am to work for your company as a clerical specialist, with an emphasis on travel and tourism.

Perfectly aware of the responsibilities of a qualified clerical specialist, it is with great confidence that I inform you that I possess all the necessary skills essential for the position. I have good computer skills, the ability to manage large files, and organizational skills I can share with travel agents.

It would be my honor to be part of your company and be one of your clerical specialists in Four Clover Tourism. I am definitely ready to face the workload and the new challenges that your company can provide. I am available to begin work anytime after this week.

I hope I can meet with you in person to discuss more about the job qualifications for Four Clover. Please contact me at 876-777-4244 to arrange an appointment that works for your schedule. Thank you for taking time to read my cover letter. I hope for your kind consideration.

Sincerely,

Mary Thompson

Enc: resume and cover letter