

# EMMA COLLINS

## Travel Agent

### Cover Letter

Dear Hiring Manager,

I am excited to apply for the Travel Agent position at Globetrotter Travel Agency as advertised on your website. With over five years of experience in travel planning, customer service, and itinerary development, I am confident that my skills and passion for helping clients create unforgettable travel experiences align perfectly with your team's goals.

In my previous role at Horizon Vacations, I successfully managed complex travel arrangements for individual and corporate clients, including flights, accommodations, tours, and transportation. I have extensive knowledge of global destinations, airline systems, and booking platforms like Amadeus and Sabre. I pride myself on providing personalized service, tailoring trips to client preferences and budgets while ensuring seamless logistics.

I am also adept at resolving issues such as last-minute itinerary changes and travel disruptions with calm professionalism. My strong communication skills and attention to detail have consistently earned positive feedback from clients and colleagues alike.

I am enthusiastic about the opportunity to bring my expertise to Globetrotter Travel Agency and contribute to delivering exceptional travel solutions. Thank you for considering my application. I look forward to discussing how I can support your team's continued success.




Sincerely,

Emma Collins

### To

**HIRING MANAGER**  
Globetrotter Travel Agency

### Contacts

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