[Today’s Date]

[341 Company Address]  
[Company City, State xxxxx]  
[(xxx) xxx-xxxx]  
[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Hiring Manager’s Name],

Upon consideration of your posting for a Tour Guide at \*\*\*, I felt compelled to submit my resume for your review. As an experienced Tour Guide who has toured all across the globe with vast experience in the field, I am fluent in speaking more than 6 languages. I believe that my services and expertise in the tourism sector can contribute to the success of \*\*\*\*’s objectives. I have been a Tourism Guide for the past 10 years, and have worked almost for most tourism companies such as (list the company name), and have developed a strong passion for the field. My strength lies in my ability to interact with all kinds of people and can share my knowledge with them without any limitations. I take pride in stating that I was consistently complimented for my customer-service attitude and detail-oriented nature. A summary of my qualifications includes –

* Abundant experience in researching various popular destinations, organizing and leading tours, modifying travel options, and interpreting in foreign and regional languages
* Successful track record of solving issues and stressful situations commonly faced by tourists in an unfamiliar environment
* Flexibility to travel 365 days and can accompany tourists to any city/country – have a record of traveling to foreign countries – (list the countries you have visited)
* Proficiency in handling and coordinating day excursions, and extensive long tours and ensuring the safety and satisfaction of tourists
* The ability to communicate well with a friendly and approachable nature
* The ability to provide an “off the beaten path” experience and facilitate unique traveling experiences for tourists
* High level of physical strength and stamina to roam and sustain any type of weather conditions
* A genuine interest and commitment to the travel industry working culture
* Fluency in multiple languages – (List the languages you can speak)

My deep knowledge of the city coupled with my ability to use the latest navigation systems such as GPS and online mapping tools enables me to cover all the tourist locations with ease and comfort without wasting time searching for places. If you feel my profile interests you, please arrange for an interview at your earliest convenience. Thank you for your time and consideration.

Sincerely

[Your Name]

**Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com**

**Robert Smith**

**Tour Guide**