

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Hiring Manager's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to express my interest in the Tourism Coordinator position at [Company's Name] as advertised on [where you found the job listing]. With my passion for travel and extensive experience in the tourism industry, I am confident in my ability to contribute effectively to your team.

Attached is my resume for your review. I would greatly appreciate the opportunity to discuss how my skills and experiences align with the needs of your team. Thank you for considering my application.

Sincerely,  
[Your Name]