

September 09, 2014

Josie Ferrer  
High Peaks Region Managment  
80 Wending Way  
High Point, CA 99920  
(555) 992-2902  
josie@peak-example.com

RE: Experienced Tourism Manager for Hire

Dear Ms. Ferrer,

As a lifelong fan of the High Peaks region, I was thrilled to see your job posting for a Tourism Manager. As a seasoned Tourism Manager, I'm a great match for the position. In my most recent job at Great Cedar State Park I:

- Managed all tourism-related budgets and business.
- Spread awareness of this stunning location via web initiatives.
- Did direct mailing to relevant customers.
- Increased visitors tenfold in three years.

I also worked as Tourism Manager at Great Days Theme Parks, and my experience effectively reaching out to young families will help spread awareness of the natural wonders of the High Peaks to the next generation.

I'd be happy to provide greater detail about my skills and experience during an interview. Please call me at your earliest convenience.

Thank you for your valued time,

William Parker