

Travel Agent CV Example - Template

Your name - number

1 Job Hunter Way, Employmentville, UK. EM1 5LO

Your email address here

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Professional Profile I am a very keen and knowledgeable travel agent. Having travelled the world many times in my past I know a lot about a lot of different countries and their customs. I am good at finding customers a great deal, and helping them plan their itinerary.

- Highly Competent.
- Sensible and practical.
- Approachable and Friendly.
- Precise.
- Highly organised.
- Intuitive.
- Knowledgeable.
- Flexible.
- Adaptable.

Professional Qualifications.

HND in Travel and Tourism

Work History

January 2010 - Present

Travel Agent, Timmy Chefs, London

I worked as a travel agent for a large company dealing with everything from mini breaks to gap years. I was mainly responsible for hot destinations such as summer holidays and Caribbean cruises. I would discuss with clients what they wanted from a holiday and try and tailor a package as much as possible to their needs. I would sometimes have to call them if they had additional needs I couldn't verify in the agency.

January 2008- January 2010

Travel Agent, Travel site, London.

Working in a travel agency call centre I was responsible for taking calls and trying to find a package to suit the caller. IT was often difficult to get a good idea over the phone of a customer's needs and sell a place without showing them but I always managed as I am a good verbal illustrator. I would have to make calls to the clients to take payment instalments etc.

January 2007 – January 2008

Travel Agent, Online Agency, London.

As an online agent it was simply my job to find accommodation after a client had booked a mystery last minute package. I would have to look at the demographic of the travellers and find a last minute spot for them via our database. I would then contact the client and let them know where they were going. IT was a very paperwork heavy position and I lacked people contact.

Education

GCSE 10xA Grades including English, Maths and Science.
Londonberry Comprehensive School
London
2001

References

References are available on request, or in writing to the above previous employers.

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