**Hello  
I’m Michel Clark**

123 YOUR STREET

YOUR CITY, ST 12345

**(123) 456-7890**

[**NO\_REPLY@EXAMPLE.COM**](mailto:NO_REPLY@EXAMPLE.COM)

**Summary**

Experienced travel agent with a proven track record in creating memorable travel experiences. Skilled in itinerary planning, booking accommodations, and coordinating travel logistics. Proficient in using booking platforms and providing exceptional customer service. Seeking an opportunity to use skills and experience to serve as customers need.

**Skills**

* Customer service skills
* Expertise in finding destinations
* Communication skills
* Relationship building with travel supplier
* Problem-solving
* Computer skills
* Social media marketing skills
* Tour organizing ability
* Managing clients

**Experience**

MONTH 20XX - PRESENT

**Company Name, Location** *- Job Title*

* Write your responsibilities in the previous agency
* Write your responsibilities in the previous agency
* Write your responsibilities in the previous agency

MONTH 20XX - MONTH 20XX

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MONTH 20XX - MONTH 20XX

**Company Name, Location** *- Job Title*

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* Write your responsibilities in the previous agency

**Education**

**University of Harvard**

Bachelor in Travel & Tourism Management           2018

**University of Texas**

Hospitality and Tourism Management                     2020

**Certification/Courses**

* Certified Travel Industry Executive           2021
* Certified Travel Associate                         2022
* Certified Travel Counselor                         2023