

Application for Front Office Internship in Hospitality Management

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my interest in the Front Office Internship position at [Company Name] as advertised [where you found the internship]. With my background in hospitality management and a passion for delivering exceptional guest experiences, I am excited about the opportunity to contribute to your team.

Currently, I am pursuing a degree in Hospitality Management at [Your University], where I have gained a solid foundation in hotel operations, customer service, and front office procedures. I am particularly drawn to the front office department as I believe it is the face of the hotel and plays a vital role in ensuring guests feel welcomed and valued.

I have previous experience working as [any relevant position, e.g., a front desk assistant or customer service representative], where I honed my skills in handling guest inquiries, managing reservations, and resolving complaints efficiently. My strong communication skills and ability to work in a fast-paced environment make me a suitable candidate for this position.

I am eager to immerse myself in the dynamic environment at [Company Name] and learn from your esteemed team while contributing effectively to guest satisfaction and hotel operations. I am available for an interview at your convenience and can be reached at [your phone number] or [your email address].

Thank you for considering my application. I look forward to the possibility of discussing my application further.

Sincerely,

[Your Name]