

Application for Guest Services Internship

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your 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 Guest Services Internship position at [Company's Name] as advertised on [where you found the listing]. I am currently studying Hospitality Management at [Your University] and have developed a passion for providing exceptional customer service in the hospitality industry.

During my studies, I have gained a comprehensive understanding of the principles of hospitality, as well as hands-on experience through my work at [Previous Experience or Relevant Job]. I mastered various guest relations procedures and developed strong communication and problem-solving skills necessary for creating a memorable experience for guests.

I am particularly drawn to this internship because of [specific reason related to the company's reputation, culture, or values]. I am eager to contribute to the success of your team and to continue my professional development through the valuable experience that this opportunity will provide.

Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you. Please feel free to contact me at your convenience.

Sincerely,

[Your Name]