

Inquiry for Hospitality Management Internship

Your Name
Your Address
City, State, Zip Code
Your Email
Your Phone Number
Date

Hiring Manager
Company Name
Company Address
City, State, Zip Code

Dear Hiring Manager,

I hope this message finds you well. My name is [Your Name], and I am currently pursuing a degree in Hospitality Management at [Your University]. I am reaching out to inquire about potential internship opportunities within your esteemed organization for the upcoming [specific term, e.g., summer 2024].

With my background in hospitality education and my passion for delivering exceptional service, I am eager to gain practical experience and contribute to your team. I have developed skills in [mention any relevant skills or experiences], and I believe that an internship at [Company Name] would provide me with invaluable learning opportunities.

Would you be able to provide information regarding any internship openings, the application process, or any upcoming career events? I am very keen on the prospect of joining your team and would appreciate any guidance you could offer.

Thank you for your time and consideration. I look forward to your response.

Sincerely,
[Your Name]