

Application for Front Desk Internship Position

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in the Front Desk Internship position at [Company's Name] as advertised on [where you found the internship]. With a strong passion for hospitality and a commitment to delivering excellent guest service, I am eager to contribute to your team.

I am currently pursuing a degree in [Your Degree] at [Your University], where I have developed a solid foundation in customer service and communication skills. I am particularly drawn to the dynamic environment of a front desk position, where I can engage with guests and ensure they have a memorable experience.

Please find my resume attached for your review. I would appreciate the opportunity to discuss how my background and skills align with the needs of your team. Thank you for considering my application.

Sincerely,

[Your Name]