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April 5, 20XX

Ms. Xxxxxx Xxxxx
Human Resources Director
European-American Center for International Education
32500 Telegraph Rd. Suite 209
Bingham Farms, MI 48025

Dear Ms. Xxxxxxx:

I would like to express my sincere interest in the recently advertised position of Hospitality Management Intern at the Abbey and La Cure Chambres d'Hôtes. The background and experience I have provide an excellent opportunity to positively contribute to guest relations at the château. The chance to return to France is exciting and I am eager about the possibility of working with international guests. Furthermore, my enthusiasm and customer service will be unmatched and the dedication undeniably evident. Every effort will be made to establish friendly and helpful relations with the staff and all visitors.

The experience I possess in the French language and overseas travel provide what I believe to be the background necessary to be an effective Hospitality Management Intern. I have organized numerous excursions for myself and others throughout Western Europe and the United States. As a previous student of a study abroad program in France, I planned weekend excursions and vacations. In addition, I have coordinated vacations for friends and family within the United States. Responsibilities included: arranging travel, hotels, transportation, as well as researching cultural activities and attraction visits. The number of participants in each trip varied between two and seven individuals.

An additional organizational experience I participated in was as an Administrative Assistant to a CEO who traveled internationally for business. I assisted in the management of his travel arrangements such as train tickets, hotel reservations, airline tickets, and obtaining required visas and driver's licenses. I truly enjoyed the tasks involved in planning and coordinating each of these trips. On all occasions, every aspect of the travel arrangements was taken care of in a timely and professional manner.

In conclusion, I would like to again express my enthusiasm and sincere wish to return to France. The opportunity to apply my experience and energies to the Abbey and La Cure Chambres d'Hôtes is exciting to say the least. I welcome the chance to meet with you in the near future to further discuss my qualifications. Please contact me at your convenience at the numbers or e-mail listed above. Thank you for time and consideration.

Sincerely,

Xxxxxx L.Xxxxxxx

Enclosure