

Sample Cover Letter 1 - Hospitality

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To Whom It May Concern:

I would like to express my interest in interning with your company. I am interested in a position that will utilize my skills and background in customer service, tourism research, and marketing. My goal is to enhance my career in the travel industry through an internship work experience in the United States. Specifically, I would like an opportunity directly related to my career goals of starting my own eco-tourism company in France.

As you will note from my enclosed resume, I have both relevant education and experience. I have a degree in English and Business Management. My work experience includes working as a tour guide in Paris and as a receptionist at a local travel agency. I also have volunteer experience including leading youth adventure camps.

I think that working for you would be a great way to both expand my skills and have a rewarding internship experience in San Francisco.

I have enclosed my resume for you to review. I will be available to begin an internship in June 2008.

Thank you for your time and consideration. I would appreciate the opportunity to talk to you to discuss your company needs, as well as my capabilities to fulfill those needs. I hope that you will consider me for an appropriate position.

Sincerely,

Juliette Dubois