

John Sample

123 N. KIPP Street • Philadelphia, PA 19100 • (267) 000-8665
myemail92@email.com

(Today's Date)

(Company Street Address Here)

(Company City, State, Zip Here)

Dear Mr. /Mrs. /Ms. (Manager's Name),

I'm writing to you about the (position name here) that was advertised on Idealist.org. After reviewing the job description, this role is a strong fit with my academic and career pursuits. I am seeking a challenging but rewarding internship opportunity that will allow me to understand the inner workings of the hotel and tourism industry.

As a junior hospitality management student at the Pennsylvania State University, I have acquired skills in customer service, culinary training, advertising, and market research. Currently I hold a 3.2 GPA and have been on the Dean's List every semester. In my degree program, I have had the opportunity to be exposed to coursework in the following areas:

- Legal Aspects of the Hospitality Industry
- Financial and Managerial Accounting
- Hotel Management
- Food Production and Service Management
- Marketing Communications

Using what I have already learned, I am ready to engage in a hands-on learning experience to put into practice those things that I have studied, as well as to continue to develop my skills. My current work experience is in the customer service and food industry. The opportunity with your company would allow me a chance to push myself as I continue to build a strong portfolio of professional experience.

I would appreciate the opportunity to speak with you further about this opportunity and my qualifications. Please accept the enclosed resume and feel free to contact me at your earliest convenience. I look forward to hearing from you.

Thank you in advance for your time and consideration.

Sincerely,

John Sample