



## SAMPLE COVER LETTER - HOSPITALITY

**DAWN JACOBSON**

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Hotel by the Sea  
1 Hotel Lane  
Bath, ME 04530

Dear Human Resources Manager,

I am interested in pursuing the Hotel Management internship with Hotel by the Sea. In particular I hope to learn about the boutique hotel experience that Hotel by the Sea provides. As an intern, I hope to learn U.S. hospitality practices and gain experience in event management. I believe that my education, work experience, and career goals are a good fit for this position.

During my time at the University of Huddersfield, where I earned a BA in Hospitality Management, I spent a semester abroad in Rome studying international business and Italian. This international experience has served me well in my current position as a Banquet Manager at the Leopold Hotel where I interact regularly with international clients.

As a Wedding and Special Events Coordinator at Ten Tables Bistro, I worked under pressure while coordinating events with as many as 350 guests. In this role, I demonstrated my ability to prioritize, delegate tasks, and meet deadlines. Prior to that, I delivered consistently excellent customer service as a Front Desk Intern at the Hilton Sheffield Hotel.

CIEE, a visa sponsor designated by the U.S. Department of State, will facilitate the visa process. I will be on a J-1 Exchange Visitor Program which allows me to legally train in the U.S. for up to 12 months. CIEE will support us throughout the internship. More information on CIEE's J-1 Intern/Trainee programs can be found on their [website](#).

I believe these skills and an eagerness to learn about American hospitality culture will help me succeed in the Hotel Management internship. I would welcome the opportunity to speak with you about this position and can be reached at 011-22- 2222.

Sincerely,

Dawn Jacobson

## SAMPLE RESUME - HOSPITALITY

### DAWN JACOBSON

15 Briar Street, South Yorkshire  
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#### OBJECTIVE

Recent university graduate seeking to gain hospitality management and customer services skills at an esteemed U.S. hotel. Advanced knowledge of American hospitality practices and culture will be highly marketable as I pursue a career in international hotel management.

#### EDUCATION

**The University of Huddersfield** – Huddersfield, England May 2015  
Bachelor of Arts, Hospitality Management

**The International School of Tourism Sciences** – Rome, Italy Spring 2014  
Semester abroad

#### WORK EXPERIENCE

**The Leopold Hotel** – Sheffield, England June 2015 – Present  
**Banquet Manager**  
Plan, organize, and direct the execution of two food and beverage events each week. Act as the primary event contact. Coordinate kitchen operations and service staff, ensuring efficient execution. Manage banquet room preparation and turnover. Conduct pre-event meetings with service staff.

**Ten Tables Bistro** – Tinsley, England 2014 – 2015  
**Wedding and Special Events Coordinator**  
Coordinated and conducted menu presentations and tasting sessions with prospective clients. Worked with General Manager to accurately price events. Served as the liaison between clients and Ten Tables Bistro chef and management team. Oversaw event preparation and logistics to ensure successful event execution.

**Hilton Sheffield Hotel, Sheffield** Fall 2013  
**Front Office Intern**  
Greeted and registered hotel guests. Made and modified reservations as needed, while providing a high level of customer service. Settled guest accounts and managed the check-out process. Upsold guests 15% of the time at check-in.

#### ADDITIONAL SKILLS

**Computer** – Microsoft Office Applications, ASI FrontDesk, Lotus Notes

**Languages** – Fluent in Italian, conversational German