

1 Personal data

Start your letter with all your personal data

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2 The subject of your letter

Hotel Happy Holiday
Welfarestreet 1
1234 Suncity
Italy

1 September 2010

Application for an internship for hotel manager

3 Addressing:

It is always better and personal when you use a name

Dear Mr. Goodwill,

4 Introduction:

Tell briefly why you are writing this letter and for which function. How did you find this hotel?

This year I have to do for my study "Hotel Management" an internship in a certified work placement hotel. Via the mobility portal EUMOVE, I have seen that your hotel is willing to receive trainees. With this letter, I would like to express my interest to do a work placement in your hotel for a period of three months, in the period of April – June 2011 for the function of hotel manager.

6 Personal items:

Who are you?
Describe something about yourself and use positive formulations.

I am in the last year of my study Hotel Management and I have finished already several internships in hotel the last years during my study within Belgium and abroad. As I had my best experiences during the work placement abroad, I would like to follow this internship in a work placement company abroad as well. Besides improving my skill as a hotel manager, I also would like to learn more about the cultural aspects of your country and improve my language.

I would like to present myself as an enthusiastic and undertaking person, with interest for other cultures and people. Last year I started a short Italian course to understand the Italian language better. Although I don't speak the Italian language very well, I can help people in the English and Dutch language as well.

8 Closure:

Opt for an opportunity to discuss your interest further in a talk

In the annex you find my CV, in which you can read more about the topics I am following during my study Hotel Management. Besides I provide you the link to my digital portfolio/ website, where you can read more about my personal interests, experiences during other work placements and my ambitions.

If you are interested in accepting me as a trainee in your company, or if you would like to have more information about me, I am willing to have a telephone conversation with you to discuss this more in detail.

With best regards,

Paula Bosch

9 Annexes:

Don't forget to attach your CV and portfolio

Annexes:

- European CV
- Digital portfolio (insert website address)

5 The body:

Why do you want to work in this company, Why are you a good candidate? Use examples and experiences

7 References:

Make a link to your CV and eventual (digital) portfolio .