



PROFESSIONAL / FORMAL
PHOTO
on WHITE or GREY
BACKGROUND

First name from Country

Date of birth: **date-month-year**
Nationality: **nationality**
Marital status: **single/married/divorced**
Student status: **enrolled (which year) 'OR' graduated (when)**

Currently living in: **Country of current residency**

APPLICATION PREFERENCES

Program option(s): **Hospitality & Business Internship / Management Training Program / Contractual Position**
Department(s) applied: **• Front Office, • Food & Beverage, • Kitchen, • Housekeeping, • Sales & Marketing, • Human Resources**
Earliest availability: **from day, month, year**
Available for: **6 to 12-month internship agreement // welcomes a contractual agreement (1, 2, 3 years)**

LANGUAGE SKILLS

Spoken Languages

- ✓ English
- ✓ Spanish
- ✓ Chinese

Proficiency Level

Native/Fluent
Advanced
Intermediate

(Proficiency Level (self evaluation): • Native/Fluent, • Advanced/Professional, • Intermediate/Conversational)

EDUCATION

Month Year – Present Bachelor of xxx in International Hotel Management at (Institution Name)
City, Country/States
GPA: x.xx in x.xx scale

Month Year – Month Year Diploma of International Hotel Management at (Institution Name)
City, Country/States
GPA: x.xx in x.xx scale

PREVIOUS WORK/INTERNSHIP EXPERIENCE(S)

Month, Year (start) – Month, Year (end)
Job Title/Position at Company/Hotel Name (Internship/Full-time/Part-time/Casual work)
City, Country/States
Achievement, award(s)
Responsibility (1):

Responsibility (2):

Responsibility (3):

Month, Year (start) – Month, Year (end)

Job Title/Position at Company/Hotel Name (Internship/Full-time/Part-time/Casual work)

City, Country/States

Achievement, award(s)

Responsibility (1):

Responsibility (2):

Responsibility (3):

VOLUNTEER EXPERIENCE

Month, Year (start) – Month, Year (end)

Activity Title/Roles at (Institution Name)

City, Country/States

Responsibility (1):

Responsibility (2):

AWARDS & CERTIFICATES

Month, Year (Certificate/Awards) at (Institution Name)

City, Country/States

Month, Year (Certificate/Awards) at (Institution Name)

City, Country/States

INTRODUCTION & MOTIVATION STATEMENT

Please write a short introduction in which you will describe:

- *past completed internship / work experience*
- *past projects / initiative / volunteering activities*
- *past personal accomplishment or courses attended at University*

Please write a motivation statement for participating in an international Cultural Exchange Program:

- *Reason(s) why you are applying? (for academic credits, personal growth, or skills development?)*
- *What are your future career goals and how it will relate to participating?*
- *Have you been part of similar experiences in the past?*

Objective: Application for a 6-month internship position

Dear Sir / Madam,

As a year student in 'school name', I am ready to perform a 6 to 12 months internship starting in November of 2025.

During my first year internship I worked for 6 months as head waiter and receiving clerk in a four star hotel in Switzerland. I also had the opportunity to get involved in inventory management. With this first experience, I gained customer relation skills, autonomy and self-confidence. After the second school session, the objective is to continue my education to gain experience in the rooms division.

I lived and studied in Switzerland, Canada, Mexico and Spain and also travelled in other different countries. I speak fluently French, English and Spanish.

Hotels had an important place in my life and ever since a young age, I could notice the attention to details and quality in the Hotel service, rooms and facilities that make a difference as a guest.

You will find in me a motivated student, not afraid to work hard and eager to learn and prove that I am able to take up new challenges.

Thank you for your time and consideration. I will make sure to be available at your convenience to give you any further information you may require.

Sincerely Yours,

(Your Name)