

Dear Company Representative,

I am writing to explore the possibility of completing a training program with your organization.

I am an international student from Ukraine. I successfully completed my studies in Odessa National University (Ukraine) and after that proceeded with my education in Cyprus where I finally got my bachelor degree in Hospitality Management (June 2008).

I chose Hospitality as my major because it is a rapidly growing industry in my native country and all over the world as well. It reveals a lot of opportunities for young specialists concerning continuous training and career promotion. This is also a great chance for me to discover the world and get some international experience.

During my stay in Cyprus as a student I had an opportunity to work in Hilton Cyprus 5* hotel as a room service attendant. It wasn't easy for me to combine work with study but the experience I've got for this year was tremendous. Working in Hilton requires self-discipline and responsibility for observance of international service standards. Being a room service attendant is a good chance to see how hotel works because during the day you have to collaborate with different departments such as front desk, housekeeping, conference and banqueting, purchasing department and of course other F&B units such as restaurant and bar. My actual aim is to get detailed knowledge about all these divisions.

I learned almost everything about room service and in-room dining except night shift duties, find this job more interesting than just being a waiter in a restaurant. It requires more knowledge and skills besides merely knowing of a menu. In Hilton I learned how to work hard in difficult climatic conditions, how to stay effective in rush hours, how to extricate from difficult or unpredictable situations. I dare add that two new trainees were taken on my position because of volume of work one person cannot cope with.

I'm independent and have already got accustomed to living and working abroad. I learn fast and try to be skillful in anything I do. I believe that I could be a valuable addition to your team.

In the future, I want to work in a big International chain hotel in my country, and make a contribution to the development of the hospitality industry in Ukraine.

A training program in the USA would help me to get a valuable international experience in hospitality, improve my working skills, and grow professionally and personally. Completing this program I hope to receive references that would help me to get a management position in a prestigious hotel.

The dates I can start the program are flexible. The best for me would be to start until the end of October. I would appreciate your considering my application and these terms.

Thank you very much for your attention.

More detailed information about my work experience you can find in my CV that is enclosed.

I would appreciate the opportunity to discuss with you any further questions you might have.

Best Regards,

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