Insert Name

Insert Photo

Address

**STATEMENT OF PROFESSIONAL OBJECTIVES**

To Whom It May Concern:

I am 24 years old, I consider myself as an outgoing, productive, optimistic and reliable person, I have completed of Bachelor of Hotel Management at XX University. I have been able to extend my learning by gaining valuable experience in Hotels.

Currently I work at a medium-sized Hotel in Food and Beverage area. My tasks include:

* Planning menus in consultation with Chefs
* Planning and organizing special functions
* Arranging the purchasing and pricing of goods according to budget
* Maintaining records of stock levels and financial transactions
* Ensuring dining facilities comply with health regulations and are clean, functional and of suitable appearance
* Conferring with customers to assess their satisfaction with meals and service
* Selecting, training and supervising waiting and kitchen staff
* May take reservations, greet guests and assist in taking orders

I have developed an appreciation and understanding of the Hospitality field such as providing excellent service, learning the concept of Quality service, fulfilling the customer´s high expectation and working in a team.

International experience for graduates is becoming more and more relevant. Thus I hope to travel abroad to become acquainted with a new country and culture. In addition to the experience I will get abroad, I have chosen to come to Australia to learn more about the people, practice my English, travel and have a new vision of the World.

I would like to apply for an internship in the field of Hospitality because my aim is to eventually secure a Café or Restaurant Manager role in a major hotel.

I think that I have related skills for it such as problem solving, dedication, coordinating, patience, time management, multi-tasking, etc. I’m especially interested in learning more about international touristic service and growing up professionally because I would like to bring back what I learn to my home country. Furthermore, I have gained work experience in Hotels Restaurants. The enclosed Curriculum Vitae shows my practical work experience.

In detail, my objectives for this internship program are:

* To gain professional competence as a Restaurant Manager
* To progress my career through the skills learned during this program

I have good skills in written and spoken English and I am well prepared to start at your company and bring my full commitment.

I certainly believe that this working experience will be a magnificent contribution to an international-orientated future career. Thank you for taking interest in this letter.

Yours Sincerely;