

Vzor motivačného listu - Internship ktorý priložíte k životopisu /CV/

Zo skúseností vieme, že aplikanti majú ťažkosti s napísaním motivačného listu. Doporučujeme, aby ste tento vzor vnímali iba ako inšpiráciu.

Motivation Letter

Peter Hazucha
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January 5. 2003

To Whom It May Concern,

I am interested in applying for an internship position as I believe that my experience and career goal would be a great asset for your company, Also, I am interested in promoting international understanding, gaining new professional experience and later sharing it with my Slovak colleagues.

I have graduated from a University of Economics with a specialization in Hotel Management and Tourism where I have gained a solid understanding of major Hotel and Tourism Management principles and practices. During my studies, I undertook a practical training in CIAO Pizzeria in Slovakia and Germany. The training in Germany gave me an excellent opportunity to gain an international experience and to explore foreign restaurant management practices.

In addition, I have successfully completed a Bar-tender Certificate and participated in two Cooking and Serving International Competitions 1993 where I won 1st and 3rd prizes.

With regard to my work experience, I have worked as a Waiter and a Bar-tender where I have gained a valuable practical experience in serving, preparing drinks and cocktails, setting tables, and providing the best possible service to customers. This also gave me a chance to improve my communication and organization skills as well as to enhance my flexibility and adaptability.

I have excellent time management skills and I am able to work effectively individually or in teams. My knowledge of English is very good because I took English lessons in order to enhance my proficiency and to participate in an internship program in the UK. After my arrival in Slovakia, I plan to implement my new skills gained in the UK in an international hotel restaurant.

Thank you for taking the time to read my correspondence and I look forward to becoming an Intern within your company.

Should you have any questions about my experience, skills and qualities, please do not hesitate to contact me.

With kind regards,

Vzor motivačného listu – Pracovné pobyty ktorý priložíte k životopisu /CV/

COVER LETTER (application)

YOUR NAME, YOUR ADDRESS

TO WHOM IT MAY CONCERN

APPLICATION FOR _____position

I have recently become aware of a _____ H-2B program that exists in your company and wish to apply for the program in your establishment in the USA.

I have completed a certificate of Tourism at Australian College OF Travel & Hospitality, Melbourne, Australia. Together with my experience in hotels over a period of 1 year, the opportunity to work in the USA would definitely add a tremendous value to my future prospects.

Prior to my studies at ACTH Management, I worked at Sheraton on the Park in Sydney, Australia where I joined as a Restaurant attendant, and was recently promoted as a Restaurant Supervisor. Through this work I believe I gained an excellent feel for the job, and many new skills. Working in this capacity together with performing administrative duties has provided me with the background and experience to be considered for a position in your hotel.

On a personal level I am a motivated high achiever and work well under pressure.

I hereby enclose my detailed resume.

Look forward to hearing from you

Yours faithfully