February 10, 2013

Ms. Julene Reeder

Director of Reservations

Little America Hotel

500 South Main Street

Salt Lake City, UT 84101

Dear Ms. Reeder,

I have loved traveling since I was young, and the fond memories have since turned into a passionate career choice. I thoroughly enjoy my classes in hospitality management at the University of Utah, and have had the privilege of being taught by Steven Combs. Between Steven Combs and my acquaintance with Tyler McLachlan, I have heard many great things about the Little and Grand America Hotels. I know the reservations department is one of the most important pieces of a hotel, and experience in that division in a high class hotel like Little America would benefit my education as well as my career. I would love the opportunity to apply my experience to an internship with your department. I believe that my skills and education would make me a valuable addition to your organization.

I am currently pursuing my B.S. degree in the Department of Parks, Recreation, and Tourism with emphasis areas in Hospitality Management and Sustainable Tourism. This educational background will give me additional practical skills including marketing, financial management, programming, and evaluation that will assist me in my career.

I am a hardworking, conscientious person who is dedicated to customer service. I work in client relations and believe my diligence to meeting the needs of any clientele would be an asset to Little America. I believe your department would teach me valuable information about the hospitality industry- such as daily procedures for running a hotel, and further experience in client relations and conflict management.

I would love to meet with you to further discuss the possibility of working together. I appreciate your consideration and look forward to future communications.

Sincerely,

Jessica Nebeker

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South Jordan, UT 84095

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