



## ***Resume Builder Tips***

***In order to assist you in completing your application and create your professional resume, the following is an example of a cover letter:***

Dear Sir or Madame:

I am applying for the Training Program with your company because I am enthusiastic to gain hospitality experience and bring my previous experience to your company as an International Trainee. This program will allow me to further my career goals and familiarize myself with the culture and business practices of your country.

My future career goal is to become a hotel manager in my home country and I would like to take this opportunity in your Country to learn as many skills as possible and apply them to business practices in my home country. I truly appreciate the opportunity to apply at your company.

Thank you for your time and consideration.

Sincerely,