

Cover letter for front desk position

[Business](#), [Management](#)



Dear XXX, I would like to express my interest in the summer front desk internship offered by (Company Name). This internship would allow me to gain knowledge and experience in the hospitality industry and apply what I have learned throughout my collegiate education. Hopefully the internship would lead to a career opportunity as well. I will be graduating May 2006 from the University of Florida with a Bachelor's of Science Degree in Management with a Minor in Entrepreneurship. This position is a one that I believe I would excel at. Not only am I self motivated and eager to succeed, but I also work well in groups and have effective communication skills. This was noted in my Organizational Structures and Behavior Management course when I was awarded for outstanding group presentation.

This enthusiasm for success and team player attitude will allow me to constantly strive to work with others to better serve customers and complete daily tasks during the front desk internship. Past experience in the retail industry as a sales associate at Academy Sports and Outdoors has also equipped me with quality customer service skills that can also be applied to the front desk internship. I am an excellent listener and problem solver, which enables me to adapt to changing and challenging situations. My organizational skills also allow me to multitask and manage my time effectively when performing daily tasks and meeting deadlines. I hope that you will consider me for the summer front desk internship. My skills and capabilities acquired in previous work experiences and education would benefit both you and me if I gained this internship. Enclosed is a copy of my resume for your review.

I would appreciate the opportunity and look forward to hearing from you.

Sincerely, (Your Name) Enclosure