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October 1, 2008

Pacific Skies Hotel
Carol Richards, Personnel Manager
210 Makate Circle Drive
Manila, PHILIPPINES 10373

Re: Hotel Internship Application

A I have seen a notice concerning your hotel internship program in my university's Student Services Office. I would like to apply for an internship for early 2009.

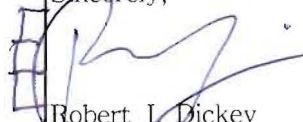
B I have planned my career in the hotel and hospitality industry since high school. I am now a Junior at Gyeongju University, I will graduate with a Bachelor's Degree in English & Tourism in March, 2004. I believe that international guests can be more comfortable in hotels that can offer staff who are comfortable in the guests' native language, this is why I chose to study English. It is also why I feel someone like myself can be useful in your establishment. In addition to English, I have also taken a number of courses in the hotel, tourism, and food services departments. I studied some Japanese, and plan to take a basic course in Chinese as well. Although I am not a "straight As" student, I believe that I have learned the substance of my courses well, and I can provide letters of recommendation from some of my professors.

C I know that employment, and intership, is hard work. Several students I know have done internships, and I have had a part-time job and have done volunteer work on campus and in the community. My part-time job in a neighborhood restaurant made me realize the important role of a smile while working hard, not only does it cheer the customers, it makes us workers feel better too! On campus I have worked (volunteered) as a professor's office assistant. Handling lots of papers, especially those related to the professor's research, taught me the need to stay focussed on the task at hand, even while answering phones, the professor is engaged in a conversation, and new people are walking into the room. One of my favorite activities in school was volunteering as a guide at Kyongju World Culture Expo, where I had the opportunity to meet many people (foreigners and Koreans), and help them find the displays and services they sought. My experiences lead me to think that, while I should of course experience many areas of hotels, perhaps the front desk is my true calling.

D In addition to a driver's license, I have earned a tour guide license for Gyeongju city (2nd class). I have certificates in wordprocessing (Arae Hangul), spreadsheets (Excel), and computer systems (MS Windows). I have experience as a restaurant waitress and cook's assistant (Korean food), and plan to take the course "Food Service - Kitchen" this spring, which is a practical course utilizing a mock banquets kitchen and dining area as classroom.

E Thank you for your consideration. My resume is attached. If there are any documents I need to submit to complete the application, please contact me via telephone/SMS or email.

Sincerely,



Robert J. Dickey
Cellphone (Korea) +82-16-834-0968

encl.: resume