

John Goodman

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February 5, 2021

Ms. Tamera Brown
Director of Front Office Operations
The Langham Chicago
330 N. Wabash Avenue
Chicago, IL 60611

Dear Ms. Brown:

I am a hospitality management student currently enrolled at Kendall College and am seeking a three-month front office internship at a Five-Star hotel in April. I am interested in your property, as I admire your commitment to graceful and genuine hospitality.

I have had the opportunity to visit The Langham Chicago and enjoyed the innovative hospitality. I am passionate about providing quality service to people. I have over five years of industry experience and would like to utilize my experience and education from Kendall at your hotel. If given the opportunity to work with your team, I would dedicate myself to providing unparalleled service for which you are known.

I would like to schedule an interview to discuss my qualifications. Please contact me at your earliest convenience. I look forward to hearing from you. Thank you for your consideration.

Sincerely,

John Goodman

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