

Cover letter

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Dear sirs,

I would like to apply for the position of receptionist as advertised on your site.

As a student from a hospitality school I learned how to answer the phone, welcome the guests, edit menus, check in and check out guests.

I worked as a trainee in Druogno in the summer 2017 at Hotel Stella Alpina (from 6th June 2017 to 10th July 2017) and this summer in Budapest, in a 4-Star hotel called Novum Hotel Golden Park (from 13th June 2018 to 17th July 2018) as a winner an Erasmus+ project scholarship.

These experiences have allowed me to develop strong organisational skills: I am able to problem solving, I can work in a small team and I can enter reservations in the database.

I would very much appreciate the opportunity to demonstrate my capabilities to you in person.

Thanking you in advance for your time,

Alessia Facheris