

# Spartan K. Getajob

(123) 587-1855 • [getajob@msu.edu](mailto:getajob@msu.edu) •  
[www.linkedin.com/in/getajob](http://www.linkedin.com/in/getajob)

January 1, 2024

Bradley Jones,  
General Manager  
Park Hyatt Chicago  
800 N Michigan Ave  
Chicago, IL 60611

Dear Mr. Jones,

I am writing to express my interest in pursuing the Front Office Manager Internship with Park Hyatt Chicago. As a highly motivated and dedicated student at The School of Hospitality Business at Michigan State University, I am excited to contribute my skills, experiences, and passion for the hospitality industry to your property. My experience in hotel management thus far has provided me with a unique and transferrable skill set necessary to be successful in the internship role.

Through my internship last summer with The Ritz-Carton in Chicago, I have developed strong guest service, team leadership, and cross-functional collaboration skills. I played a pivotal role in ensuring seamless front desk operations for thousands of guests while enhancing their experiences through personalized recommendations and special arrangements. My time at Marriott in East Lansing as a Hospitality Intern equipped me with event coordination and guest management expertise, as well as the ability to conduct market research that contributed to strategic planning. These experiences have allowed me to hone my skills with various industry software, including FCS Cosmo PMS, Toast POS, and Excel.

During the academic year, I am involved in different organizations and employment on campus. I am an active member of the MSU Hospitality Association and Eta Sigma Delta, and I have volunteered at the annual Hospitality Business Career Expo. I am organized and know how to prioritize my responsibilities by serving over 7,500 student meals. I successfully supervised a team of four co-workers, ensuring the timely completion of daily projects, while also mentoring a novice prep chef to become an independent contributor to our team.

Thank you for taking the time to read my additional experiences and qualifications in my attached resume and how the skills I have gained have prepared me for this opportunity at Park Hyatt Chicago. I am excited about the possibility of interviewing for the Front Office Manager Internship and look forward to hearing from you.

Sincerely,

*Spartan K. Getajob*

Spartan K. Getajob