



## NAME

### PERSONAL DETAIL

Date of Birth: date/month/year  
 Nationality: your nationality  
 Marital Status: single/married

Current Address: (current residency or current country of work or study)

Home Address: (permanent address and same as registered for passport application)

### APPLICATION DETAIL

Applying for: Position // Program (eg. F&B // Practical Training)  
 Available from: date/month/year (Earliest start date)  
 Desired Program Length: 6-month 'or' 12-month 'or' 13 to 18-month  
 Education Status: Enrolled Student 'or' Recent Graduate  
 Self-Introduction Video: Upload your self-introduction video on Youtube and paste the link here

### EDUCATION

Month Year – Present Bachelor of xxx in International Hotel Management at (Institution Name)  
 City, Country/States  
 GPA: x.xx in x.xx scale

Month Year – Month Year Diploma of International Hotel Management at (Institution Name)  
 City, Country/States  
 GPA: x.xx in x.xx scale

Month Year – Month Year High School (Degree) at (Institution Name)  
 City, Country/States  
 GPA: x.xx in x.xx scale

### PROFESSIONAL EXPERIENCE

Month Year – Month Year Job Title/Position at Company/Hotel Name (Internship/Full-time/Part-time/Casual work)  
 City, Country/States  
 Responsibility (achievement, awards during your work in the company/hotel property}  
 (3 to 5 experience)  
 • Responsibility (1)  
 • Responsibility (2)  
 • Responsibility (3)

Month Year – Month Year Job Title/Position at Company/Hotel Name (Internship/Full-time/Part-time/Casual work)  
 City, Country/States  
 Responsibility (achievement, awards during your work in the company/hotel property)  
 (3 to 5 experience)

- Responsibility (1)
- Responsibility (2)
- Responsibility (3)

### **VOLUNTEER EXPERIENCE (\*optional)**

Month Year – Month Year      Activity Title/Roles at (Institution Name)  
 City, Country/States  
 Responsibility (what you achieve during the volunteer experience or project)  
 (1 or 2 responsibilities)

- Responsibility (1)
- Responsibility (2)

### **ORGANIZATION EXPERIENCE (\*optional)**

Month Year – Month Year      Eg. Student Representative Council as Secretary at (Institution Name)  
 City, Country/States  
 Responsibility (what you achieve during the volunteer experience or project)  
 (1 or 2 responsibilities)

- Responsibility (1)
- Responsibility (2)

### **LANGUAGE SKILLS**

<u>Languages</u>	<u>Proficiency Level</u>
• English	Native
• Spanish	Advance
• Chinese	Intermediate (HSK 4)
• German	Basic
• Japanese	Beginner

\*Proficiency Level: Native - Advance - Intermediate - Basic - Elementary - Beginner

### **COMPUTER SKILLS**

- Microsoft Office (Word, Excel, Power Point)
- Micros, Fidelio, and Opera

### **AWARDS AND CERTIFICATE (\*optional)**

Month Year      (Certificate/Awards) at (Institution Name)  
 City, Country/States

Month Year      (Certificate/Awards) at (Institution Name)  
 City, Country/States

### **REFERENCES**

“Available upon request” or you can fill it if you have

## Introduction Letter (Motivation Statement for Applying for a Program in Thailand)

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Please write a short introduction letter in which you will be describing the below subject;

- Describe your Past completed internship / work experience
- Explain some of your past projects / initiative / volunteering activities
- Make sure to introduce your past personal accomplishment or courses attend for your personal knowledge

Please provide a motivation statement for participating in this international internship program;

- Why are you applying for an internship or management training at international level;
- What position would you like to apply for (be open minded and feel free to suggest up to three)
- Why did you choose your field of studies
- Etc...

*Here is a sample of "Motivation Statement from RMC as to guide you in writing your own personal one:*

*Objective: Application for a 6 to 9 months internship position*

*Dear Sir / Madam,*

*As a ..... year student in "school name", I am ready to perform a 6 to 12 months internship starting in November of 2016.*

*During my first year internship I worked for 6 months as head waiter and receiving clerk in a four star hotel in Switzerland. I also had the opportunity to get involved in inventory management. With this first experience, I gained customer relation skills, autonomy and self-confidence. After the second school session, the objective is to continue my education to gain experience in the rooms division.*

*An experience in Asia in any of the above area would be a great asset for my studies.*

*I lived and studied in Switzerland, Canada, Mexico and Spain and also travelled in other different countries. I speak fluently French, English and Spanish.*

*Hotels had an important place in my life and since a young age, I could notice the attention to details and quality in the Hotel service, rooms and facilities that make a difference as a guest.*

*You will find in me a motivated student, not afraid to work hard and eager to learn and prove that I am able to take up new challenges.*

*Thank you for your time and consideration. I will make sure to be available at your convenience to give you any further information you may require.*

*Sincerely Yours,*

*(Your Name)*