

CAMILLA SCHULTE

Rübezahlweg 17, 57888 Siegen, Germany, Tel. +49-30-1234567, Email cschulte@gmx.net

February 10 2004

Maria McMiller
Employment Manager
Westin Hotel Indianapolis
976 East Union Drive
Indianapolis, IN 46098

Dear Ms. McMiller,

I am writing to you regarding an internship position from May to July 2004.

Westin Hotels and resorts are famous for high standards and excellence in customer service. I feel especially attracted to the truly international character of your company. On your website, I read that you are looking for interns.

With the enclosed resume, I would like to apply for an internship position this summer. Since I worked for the Hilton Hotel in Berlin last year, I already have some practical knowledge of the luxury hotel business. I am certain that my work would be of great value to your organization.

Yours, sincerely,

Camilla Schulte
