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Ms. Britnee Packwood
Pullman Chamber of Commerce
415 N Grand Ave
Pullman, WA 99163

Dear Ms. Packwood:

I am writing to express my interest in an internship that was brought to my attention by Hilary Zuniga for a National Lentil Festival Event Coordinator Intern. I am confident that I would be a positive addition to Pullman Chamber of Commerce for the summer as an intern and I believe I have skills to offer that would benefit this company and the Pullman community. I am a hospitable, organized, and hard working individual that collaborates well with others to create an energetic and flowing work environment. My resume that is provided confirms my leadership skills and you will find that they directly line up with your desired candidate.

Currently, I am an employee for WSU Hospitality Catering and Events where I have learned many different aspects of the organization and execution of events. In my Front of the House position here I am responsible for setting up and serving at events as well as breaking down and cleaning up after events. I have developed a work ethic that allows me to manage multiple tasks while maintaining a professional appearance and attitude while interacting with guests. This position has exposed me to the importance of details during events, such as making sure plate presentation is flawless when serving and making sure all tables are set exactly the same with polished silverware and glasses when preparing for guests. I believe executing these small details is what increases a person's experience and it is a skill that I believe will set me apart from others for this Intern position.

Another job I have recently had was at a Hilton Garden Inn property as a seasonal worker where I was a breakfast server. This position opened me up to the responsibilities of a Front of the House restaurant position and enabled me to gain more experience working with a variety of customers. At this job, I learned valuable skills and I gained knowledge of how a well-run hospitality business succeeds. I learned that building relationships with the customers is an essential part of success and being a team player to benefit the guests is significant for a business to stand out. Finally, I learned the difference between good service and exceptional hospitality which I believe will help me in this internship and in my future career.

I am currently a student at Washington State University majoring in Hospitality Business Management. With this degree I hope to gain my experience through working in different settings of the hospitality industry, one being somewhere that I can grow my event planning skills and passions. I believe being apart of the Pullman Chamber of Commerce team for the summer would be an amazing opportunity for me to contribute my leadership abilities and hospitable nature to improve the experiences of the Pullman community at local events.

Thank you in advance for your time and consideration! I look forward to hearing from you soon to further discuss how I could be a benefit to you this summer. Please feel free to contact me at your convenience.

Best,

Kaci Peel