27June 2021

**To Whom It May Concern**

Dear Sir/ Madam

**RE: APPLICATION LETTER FOR THE VACANCY OF AN INTERNSHIP**

I hereby apply for an internship  in your organization.

I hold a bachelor’s degree honors in Travel, Tourism and Hospitality Management. All my trainings involvedadministrative skills which I can make use of, in the advertised position. I have the experience of having worked in an administrative position as sales and marketing manager at Satguru Travel Agency. My duties were to create and build relationships with customers, setting up meetings and appointments with clients and selling FMCG and Cargo. I also had an opportunity to work at the Tourismprof company as a freelancer. My duties where to create a profitable marketing for Tourism companies, Travel agencies and Tour operators. I got an opportunity to volunteer as an Environmental officer at an international organization. I believe that I can fulfill the tasks required for this position.

I am a fast learner, pay attention to details, and I am good in both written and spoken English and Afrikaans which I believe will be an asset to your organization. I have an aptitude for customers and can work well with people from various backgrounds. I am dedicated and passionate about the work that I do and have excellent interpersonal skills. I amfocused and can work well under pressure. I can work well in groups and very well on my own, but I believe in a collective work. I am a firm believer in that. I am willing to start as soon as possible if given the opportunity.

Find attached my CV & Documents.

Kind Regards

Justene Kasera