



CETUSA
Council for Educational Travel, USA

Trainee/Internship Program Offer

(10827) Front Office Program – Arlington, VA



Program Duration: 12 months
Compensation: \$18.50 per hour
Housing: 30-day temporary stay upon arrival
Number of Position Offered: 2

Host Company Description:

Just outside of the nation's capital, Washington D.C., this hotel offers the perfect location for guests to experience American culture and history. With a beautiful riverfront restaurant featuring a world-renowned chef, guests can relax and taste a delightful menu while taking in views of the city and Potomac River.

Position Description:

- Train with all aspects of front office operations, reservation system, guest registration process
- Learn hotel and brand guest service standards
- Gain experience supervising a rooms division and hotel ensuring standards are met for each guest
- Learn how to upsell guest rooms and promoting hotel services
- Advance management skills and supervisory duties

Applicant Qualifications:

- To apply for the **Internship** program, applicants must be **hospitality or tourism management** undergraduate/graduate students OR be recent graduates who begin program within 12 months of the graduation date
- To apply for the **Trainee** program, applicants must hold **hospitality or tourism management** degrees and have least 1 year of professional work experience related to the degree, OR be career professionals with 5 or more years of professional experience in this field
- Advanced English is required
- Ability to work as part of a team with strong communication skills

How to Apply:

1. Submit a professional resume with a professional photograph
2. Indicate availability dates (start and end dates)
3. Indicate this offer number and title