



**CETUSA**  
Council for Educational Travel, USA

## **Trainee/Internship Program Offer**

### **(10806) Front Office Program – Arlington, VA**



**Program Duration:** 12 months  
**Compensation:** \$16.00 per hour  
**Housing:** 30-day temporary stay  
**Number of Position Offered:** 1

#### **Host Company Description:**

This 4-star hotel is upscale, modern, and near the Ballston neighborhood of Arlington, Virginia. It is very close to the Ballston Metro Station, making it easy to explore Washington, D.C. Arlington is home to several American landmarks, like the Arlington National Cemetery, the Pentagon, and the Iwo Jima Memorial. It is also known for its parks, trails, and the scenic views of the D.C. skyline.

#### **Position Description:**

- Train with all aspects of front office operations, reservation system, guest registration process
- Learn hotel and brand guest service standards
- 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 management** undergraduate/graduate students OR be recent graduates who begin the program within 12 months of their graduation date
- To apply for the **Trainee** program, applicants must hold **hospitality management** degrees and have at least 1 year of professional work experience related to the degree, OR have 5 or more years of professional experience in this field
- Applicants must speak **ADVANCED ENGLISH**, have a positive attitude, and the ability to communicate with clients and hotel associates

#### **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