Esercizio C

* I am a friendly person, I am well organized, I have already worked in other hotels and I have good answering phone skills
* My main weakness is having a poor English, but I would like to learn it.
* I will be a dancer and I will dance in the entire world
* Because you’re looking for a person with my attitudes and I am a willing person
* My dream job is being a dancer around the world

Esercizio B

My most meaningful work experience has been the internship that I did in Novara last summer.
I worked at the Cavour Hotel, which is a four-star hotel in the centre of Novara, as receptionist.
My main tasks were welcoming new guests and bringing them to the rooms, doing the checkouts and in general being present at the desk, but these were not my only tasks.
I also had to clean up the rooms, making the buffet and serving hot drinks during breakfast.
This experience was important for me because I learned to handle new situations.
I would like to repeat this experience.

Esercizio A

Dear Mr Lovell,
I am writing to apply for the position of receptionist in your hotel.
I read the job advertisement for this job and I found I have most of the skills that you require.
I would like to work in your hotel because my dream has always been working in a big hotel.
I worked at the front office, at the bar, I prepared breakfast for the guests every morning and I cleaned up the rooms.
I like to talk with guests and I have good answering phone skills.
I am a friendly and helpful person, I like to be well-informed of the other tasks at the hotel.

Thank you for your kind attention.
I look forward to interview at your convenience.
If you need any further information, don’t hesitate to contact me.
My phone number is 3775169649.