

<Please Insert Organization Letterhead>

To Whom it May Concern

INNkeeper Internship Program Student Testimonial

I confirm that <enter student name> was employed as an operational intern with this organisation from <enter start date> to <enter end date>.

During the internship <enter student name> fulfilled the following responsibilities:

- Front Office and Reception Management
- Housekeeping and Rooms Management
- Reservations and Rates Management
- Accounts Receivable, Payable, General Ledger & Cashbooks
- Food and Beverage Control
- Stock Procurement and Control

During the internship <enter student name> has:

- acquired acceptable/good/excellent skills in managing the listed responsibilities.
- demonstrated an acceptable/good/excellent level of communications skills.
- proven reliable and dependable in executing his/her duties.
- proven to be honest and of good character.

This organization considered him/her to be a valuable member of the team, who consistently delivered acceptable/good/excellent results according to expectations.

The organization would employ him/her should a position arise.

Given under my hand at _____ on this _____ day of _____ 2012.

Name:

Position:

Email:

Tel: