



Council for Educational Travel USA

Trainee/Internship Program Offer

(10403) Front Office Program – Fort Worth, TX



Program Duration: 12 months

Compensation: \$15.00 per hour

Housing: not provided

Number of Position Offered: 1

Host Company Description:

Just 30 minutes outside of Dallas, this hotel is located three miles from the DFW airport and is busy with tourists and work travelers alike. The hotel serves as a hub for exciting locations such as Six Flags. Fort Worth is also home to international art institutions, rodeos, the famous Stockyards, and more! It is a wonderful place to gain hospitality training while experiencing southern American culture.

Position Description:

- Gain skills in all aspects of front office operations, reservation system, guest registration process
- Practice 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 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 have either a degree or professional certificate from a foreign post-secondary academic institution and at least 1 year of prior related work experience in the **hospitality or tourism management** field acquired outside the United States OR 5+ years of 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