

Jacen Cabading
1914 Victory Drive
New Westminster, V3L 3N7

October 24, 2018

Mr. John Doe
Hotel Manager

Angel Resorts and Suites
Suite 3000

Vancouver, BC V7V V7V

Dear John Doe,

I am currently a First Year Tourism Student at Capilano University. I am writing to ask you some questions to learn more about a career in resort management. I have always enjoyed hotels and inns whenever I am on vacation and I appreciate the work that the hotel staff does to ensure that our stay is safe and comfortable as possible. Hotels and resorts also offer resources and services that can help your vacations like finding information on where to eat, and the attractions within the local area.

I am currently doing a business report on a topic that I have chosen for my Communications class. The topic I have chosen is “A Career in Resort Management” and Bill Luven, my professor, suggested that I speak with you.

Accordingly, I was hoping you would be able to spare 20 minutes of your time for a short interview so that I may learn more about the Hotel and Resort Industry. Some questions I plan on asking you would be the following:

- Are there volunteer opportunities that you know of, that would further enhance my career?
- Is relocation within this field very common? How easy is it to relocate to a different hotel within the industry?
- What top 3 qualities or skills must an employee have to succeed in this field?

I have attached with this document the full list of questions so that you can look at them beforehand. I am not looking for a job, just merely seeking advice and learn more about the industry and complete my business report. This information will really help me not only with my assignment but also my interest in the Hotel and Resort industry, if it is a career I would like to pursue in the future. Your contributions will be acknowledged in the report and I will send you a

copy of the completed report if you wish. Thank you for reading this letter and I will contact you next week to arrange a meeting.

Sincerely,

Jacen Cabading

Jacen Cabading
Student, Tourism Management
Capilano University