

## **CIRCULAR TO ALL GTA MEMBERS 16/24**

### **Re: Internship Request**

**1<sup>st</sup> April 2024**

Dear GTA Member,

Please find subjoined, an email requesting internship in the administrative department, which is self-explanatory for your perusal.

Thanks and best regards

**Joe Muscat**  
**Chief Executive Officer**  
**Gozo Tourism Association**

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#### **Lyloo Messenger**

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**Re: Looking for an internship in an administrative department**

As part of my studies, I'm looking for an internship in an administrative department from 6 May to 6 July 2024. That is why I would like to send you my application for an internship within your company.

During this period, I could help you with various tasks that you would like me to carry out such as prepare documents for several people, take charge of a file, lead social media, take part in filing and archiving documents, planning management.

Working in your company will also allow me to strengthen my skills, learn new ones and gain confidence in my English

My various experiences have permitted me to develop my interpersonal and professional skills such as communication, human resources administration, autonomy... Serious, committed and a good listener, I can adapt to the various tasks you may entrust to me and carry them out rigorously.

I am motivated, but also flexible, rigorous and I'll do my best to meet your expectations.

You will find my CV below, which provides more detail about my qualifications. Thank you for your time and consideration. I am very excited about the opportunity to join your team, contribute my skills, and further my knowledge.

Please feel free to contact me for any further information or to arrange an interview at your convenience. I look forward to the possibility of working with you.

**Please download my CV on this secure site (75 ko)**

**<https://www.teli.asso.fr/uploads/CV-Lyloo-Messenger.pdf>**