🡪 Please return as word file, thanks a lot!

# Job Title

Example : Kitchen Trainee

# Location of your company

Example : Basel

# Duration of internship (Months of internship period)

Example : 6 months, beginning April 2024

# Image

Ideal picture size: 750 x 300 pixels. Permitted formats: png, jpg, gif

# Introduction

Briefly describe from when and in which areas you are looking for a trainee

# Your tasks

* List the tasks that the trainee will have to do in your company
* Use only bullet points

# Your profile

* List here the requirements you have for the trainee (semester, soft skills, language, etc.)
* Use only bullet points

# What we offer

* List the benefits you offer the trainee (regular work schedule, good transport connections, staff accommodation, use of the spa, etc.)
* Use only bullet points

# Contact

Provide name, address and E-Mail address for applications:

Max Mustermann

muster@email.ch

+41 12 345 67 89 (optional)

**Musterhotel**

**Bergweg 1a**

**7000 Chur**

[www.hotel-muster.ch](http://www.hotel-muster.ch)

# Image

You can send up to three additional images.

Ideal image size:

1 image - 750 pixel width

2 image - each 375 pixel width

3 image - each 250 pixel width

You can also send a YouTube or Vimeo link to include a video in the offer (beginning with: https://):