



Thank you for your interest in an internship with The Palms South Beach.

The Palms South Beach offers operations-focused internships in either the Rooms Division or the Food & Beverage Division, as well as advanced internships in Revenue Management, Group Coordination and the Culinary Field (Kitchen and/or Pastry). Our internships concentrate on the day to day operations of a full-service 4-star hotel, giving the trainee a valuable insight into the myriad of fields available in the hospitality industry.

Training in the Rooms Division may include experience in the following areas: PBX (Switchboard), Front Desk, Concierge, the "At Your Service" department (dedicated to customer relations) and Housekeeping.

Training in the Food & Beverage Division may include experience at the following service levels: Host/Hostess, Bussperson, Server, Pool/Beach Attendant, Banquet Server, Room Service and Cashier.

We customize the above internships based on candidates' past experience as well as their expectations and requests. Operational internships are best suited for candidates with little prior experience or to individuals who completed their apprenticeship at a hotel. We require average English skills for these positions.

Our "advanced" internship positions in Revenue Management, Group Coordination, and the Culinary Field require the following:

- Bachelor or Master degree from an accredited university with a main focus in Hotel/Hospitality or Tourism Management combined with at least 1 year of work experience at a full-service hotel.
- Proof of degree completion from the university is required.
- Excellent English Skills
- A minimum of 3 years work experience at a full-service hotel. Proof of past and present employment is required.

You will receive a training plan during the visa application process.

The Palms internships are paid. **Please note we do not pay or reimburse for any program costs associated with obtaining the J-1 Visa.** Please see below for information on the J-1 Visa. The Gross Pay Rate is between \$ 9.00 and \$ 10.00 per hour, which is equivalent to approximately \$ 1400.00 to \$ 1600.00 net/month. Internships are based on a 40-hour work week with varying schedules. We require a minimum of a one-year commitment to be considered.

The Palms provides free accommodations for the first two weeks, which will give you time to look for housing. **The Palms does not rent apartments on behalf of our interns.** We are also happy to provide you with the email addresses of our current interns, if requested, to learn more about their rental experience. Please note that most landlords require a security deposit equal to 1 month rent. Rental expense for a furnished studio is around \$ 900.00.

#### **Application and selection process:**

We require a current resume written in English. Certificates of proof of past/current employments, internships etc. and a list of references are welcome. Please indicate the dates you are looking to train with us. We will then evaluate if an internship position would be available during that time frame or suggest alternate dates. If an internship position is available for the requested dates, we will contact you via email to coordinate a date and time for a phone interview. You will hear from us within 5 business days. If an internship position is offered to you, you will receive a confirmation letter via email which you will need to start your visa application process.



**The J-1 Visa:**

Non-US citizens require a J-1 Visa in order to participate in our internships.

The United States government issues J-1 Visas to individuals who take part in a wide range of exchange visitor programs sponsored by schools, businesses, and a variety of organizations and institutions. These programs are envisioned for business and industrial trainees, scholars, students, international visitors, teachers, research assistants and those on cultural missions. In addition, there are several exchange visitor programs for young people, including summer employment programs, internship programs for university students and au-pair programs.

**J-1 Exchange Visitor Eligibility Requirements:** You meet the criteria for a J1 Exchange Visitor Visa if you are coming to the United States as a student, scholar, trainee, teacher, professor, research assistant, medical graduate or international visitor who is participating in a program of studies, training research or cultural enrichment specifically designed for such individuals by the United States Department of State, through its Bureau of Educational and Cultural Affairs. (Source: United State Immigration Support)

Accredited agencies issue Form DS-2019 (Certificate of Eligibility) for participants. Once participants receive the DS-2019 form, it is their responsibility to apply for the J-1 visa at the American Embassy or Consulate in their home country. Application procedures differ from country to country. Participants must not enter the U.S. on any other visa than the J-1.

The Palms South Beach has previous relations to the following agencies:

CDS International [www.cdsintl.org](http://www.cdsintl.org)

Deutsch Amerikanische Handelskammer [www.GCCCA.org](http://www.GCCCA.org)

CIEE [www.ciee.org](http://www.ciee.org)

AIPT [www.aipt.org](http://www.aipt.org)

German American Chamber of Commerce California [www.DS2019.com](http://www.DS2019.com)

It is up to you to decide on the agency you want to work with. We recommend you compare the program costs before making a decision.

The agency will then contact us to start the visa process. Processing time for J-1 Visas is 6-8 weeks.

If you have any additional questions regarding our internship program, please don't hesitate to contact me via email at [wperez@thepalmshotel.com](mailto:wperez@thepalmshotel.com) or at 305.908.5484.

We look forward to hearing from you soon.

Sincerely,

Wendy Perez  
Director of Human Resources