



International Recruitment Exchange Services

**International Recruitment
Exchange Services, Inc.**

**Shelley Haynes
Office Manager**

**5063 Lodge Pole Drive
Flowery Branch, GA 30542**

#: 1 678-227-1196

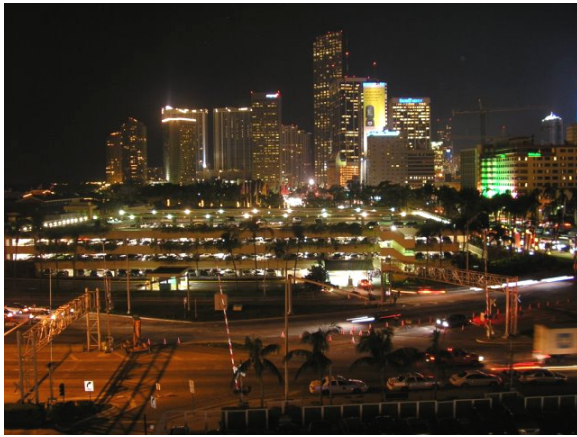
Fax #: 1 858 712 1222

Website: www.ireservices.com

Email: info@ireservices.com



USA INTERNSHIPS and WORK & TRAVEL in the USA!!



LOOKING FOR AN INTERNSHIP IN AMERICA?

Are you looking to improve your skills in the hospitality industry or the field of your interest? Do you want to move up in your career and experience the American culture? An Internship in America is the perfect opportunity to spend quality time in a training position for up to 12 months.

DO I QUALIFY?

Training Program:

Graduates of degree or certificate granting post secondary institution with one year of work experience outside the US

OR

Non-graduates with five years of work experience outside the US.

Internship Program:

Current students enrolled in a degree or certificate granting post secondary institution outside the US

OR

Recent graduates from a degree or certificate granting post secondary institution who will begin within 12 months of graduate.

Experience and Education needs to be in the same field as Training/Internship program

HOW TO APPLY:

E-mail resume/CV, cover letter stating why you are interested in an Internship in America and recent picture to: kbarris@ireservices.com.

Once resume/CV has been reviewed a phone interview will be arranged between International Recruitment Exchange Services, Inc., and the candidate.

If the candidate passes the interview stage, an agreement must be signed between IRES and the candidate. The agreement will outline the duties of the candidate and the duties of IRES.

IRES will forward your resume to employers for review. If interested they will request a phone interview with you.



POSITIONS AVAILABLE:

- **Rooms division** (Front Desk, Bell Attendant, Housekeeping, Concierge, Reservations, Phone Operator etc)
- **Rooms Division Management**
- **Food & Beverage** (Waiter/Waitress, Host/Hostess, Dining Room Attendant, Banquets, Bartending, Stewarding, etc)
- **Food & Beverage Management** Training
- **Culinary** (entry level and experienced levels available)
- **Office Administrative, Receptionist, Sales and Events**
- **Engineering**

WHICH HOTELS and EMPLOYERS DO WE RECRUIT FOR?

- Ritz Carlton
- Marriott
- Crown Plaza
- Hilton
- Hyatt
- Sheraton
- Intercontinental
- etc

We also recruit for Fine Dining Restaurants and other well know restaurants.

PROGRAMS OFFERED:

- **Trainee Program: J-1 visa up to 12 months:** Designed for international university students and recent graduates who want to train in their professional field to gain valuable, professional experience in the USA.
- **Work & Travel Program: J-1 visa up to 4 months:** Exchange program that assists students to come to America during their summer break.



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WHY CHOOSE INTERNATIONAL RECRUITMENT EXCHANGE SERVICES, INC?

International Recruitment Exchange Services, Inc., works to find the perfect candidate for the perfect employer. Our goal is to create an opportunity for individuals who want an Internship in America and help employers find qualified individuals to train in their establishment. We assist both employers and individuals to make an Internship in America a smooth, fast and fantastic experience!

A few reasons to choose our services include:

- All Internships are secured prior to arrival.
- Paperwork coordination: Work permit, Visa documents and Health Insurance through a sponsoring company.
- Advice on social security card, living arrangements and arrival into United States.
- Complete assistance throughout trainees' entire Internship.

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