COVER LETTER EXAMPLE 2

Bob Brown

3 Ravenstone Place

Hartlepool

TS24 5DD

Date ??

Mr Robert Henderson

Bar Manager

Smiths Bar & Grill

Fishermans Walk

Hartlepool

TS26 8EE

Dear Mr Henderson

I would like to apply for the Bar/Restaurant staff vacancies which you have advertised recently on the indeed website.

I am a friendly, outgoing, smartly dressed and energetic individual who can hit the ground running and make an immediate and positive impact on your business. As an experienced person in the hospitality and retail sector I aim to become a vital member of your customer-facing team by delivering a top quality service to customers by ensuring that all drinks and food is presented to the company’s high standards.

While viewing my CV, you will see that I have comprehensive knowledge of preparing and serving food, working the bar area, cash handling, customer service, and taking orders from patrons. I can work with all types of beverages, wine, spirits, and am able to keep up to date with current promotions and special offers.

As a hand’s on person I will always keep the bar, front of house, beer gardens and toilets clean, and as a responsible person I will adhere to all licensing laws, trading standards, food hygiene requirements and health and safety standards.

If you find me a suitable person for your positions, then please don’t hesitate to contact me by mobile, letter or email. I am eager for an opportunity to demonstrate to you my knowledge, skills and experience and I would be grateful if you would invite me for an interview.

Yours sincerely

Bob Brown

Enc.