Joe Bloggs

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Dear Staffing Manager,

*Write a couple of short sentences answering why an employer should hire you..*

Life is all about enjoying time with friends and family and sharing a meal is a perfect excuse to get together socially. Quality customer service is a key part of this experience and something that I take seriously and want to be part of.

*Now a paragraph about you..*

I am currently studying a Certificate IV in Hospitality and Certificate IV in Leadership and Management, and I want to be part of your food and beverage team. I am a quick learner and embrace the challenge of hard work. My warm and friendly personality makes me very approachable and easy to work with, a skill that is hard to learn and crucial to this industry.

*Finish with a couple of short sentences..*

I would love the opportunity to put these skills in to practise and demonstrate how I can fit as a valuable member of your team. I am more than happy to offer my time for a trial and look forward to hearing from you.

Regards,

Joe Bloggs