If you are looking for a job, consider writing a good cover letter to the company you are applying at. Cover letters help you create good first impressions when applying for any job. This is a sample of a nice cover letter especially for jobs relating to hospitality.

13th June 2009

John Carl Thompson

Manager

JC Bar and Grill

11 Gregory Road

Philadelphia, PA 19114

Dear Mr. Thompson:

Ms. Joan Archs informed me of an available vacant position in your restaurant. Therefore, I would like to express my interest for the assistant manager position at JC Bar and Grill. Please consider my application by reviewing my resume and certificates attached to this cover letter.

In my past work experiences, I have developed a sense of passion for delivering high quality customer services and giving memorable dining experience. I have been a shift supervisor for three years in a country restaurant of a famous hotel in California. Aside from work experiences, I also attended several trainings and seminars regarding hospitality, hotel and restaurant management.

It will appreciate it if you would set an interview with me to know more about my qualifications and potentials. Looking forward to your positive reply. Thank you and God bless.

Very truly yours,

William Toengi