

James Mayor  
Phone: 049564581  
Address: XXXXXXXXXXXXX  
Email: XXXXX@gmail.com

Spotless Employment  
459 St Kilda Rd Melbourne VIC 3004  
03 92697600  
Job no: 534418

17/09/2015

**Re: Application for AFL Footy Grand Final event staff: job no 534418 Bartender position**

Dear Spotless Employment,

As a highly motivated and energetic individual with exceptional team works skills, I write with strong enthusiasm in applying for a bartender and stock runner position for AFL Grand Final day as advertised on [www.spotless.com.au](http://www.spotless.com.au)

My previous experience in hospitality and customer service as a waiter and past experience in food service have enabled me to develop my customer service skills, communication as well as given me quality experience to prove my ability in providing the 5 star quality service that you require for the position.

This year, my position with Safari Restaurant in Brunswick as a casual waiter proved to be a successful experience where I was able to transfer my teamwork skills developed in playing Basketball as part of local Basketball teams and coaching also. This waiter position taught me the importance of efficiency working in a fast paced environment and the ability to problem solve and provide a high level of customer satisfaction without the assistance of others.

My skills and experience listed above as well as my diligent work ethic prove that I would be an ideal candidate for this position.

I would value the opportunity to meet with you to discuss this position further, my resume is attached as requested and I will receive my RSA certificate next week.

Thank you for considering my application, I look forward to hearing from you.

Yours sincerely,  
James Mayor

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#### 4 essentials aspects to the cover letter:

**Contact details:** Your details at the top right, the business you are writing to on the left side and the date of the letter on the lower right side

**Introduction:** Topic sentence in bold explaining what position you are applying for. Introduce yourself with strong descriptive words such as 'energetic' and explain where you found the job advertisement.

**The most crucial part to the letter – THE BODY OF THE LETTER.** Explain your past experiences, skills you possess and match them to the job requirements.

**Conclusion:** Sum up your skills, explain your interest wanting an interview and inform them of any special requirements you can meet such as availability and that you have attached your resume as requested. Thank them for considering your application and end by writing 'yours sincerely' which is a formal way to end a formal letter!