Introduction to Careers in Hospitality and Tourism

Unit 12 – Employment Skills

**Instructional Activity 7**

Cover Letter Worksheet

Your Name

Your Street Address

Your City, State, and Zip Code

Your Phone Number with Area Code

Your E-mail

Date

Employer Name

Company

Street Address

City, State, and Zip Code

Dear Mr. /Mrs. Last Name: Find out the name of the person doing the hiring.

With reference to your advertisement in one of the leading newspapers, I present my resume for the post of the restaurant worker.

* Explain who you are and why you are writing.
* If you are responding to an advertisement, state when and where you saw it.
* Quote the reference number if one has been provided.
* Mention if you have had any previous contact with the company.
* Confirm that your resume and reference sheet are enclosed.

I have been working as a fast food worker in one of the city’s leading restaurants. My job is to cook the food items as they are ordered and expedite the delivery of food to the servers. I report directly to the kitchen manager for further daily responsibilities. I work very well independently and manage my time for efficiency. As you will see from my resume, my culinary arts classes at the Columbia Area Career Center have provided me with valuable skills necessary to excel in the food service industry.

* Briefly explain your job and qualifications.
* Highlight skills that are appropriate for the job and the company.
* Highlight relevant work experience that will benefit their organization.
* Refer to your resume, e.g. "As you will see from my enclosed resume…" this will entice them to read on and pay more close attention to your resume.
* This is your opportunity to expand on information provided in your resume.

Considering your restaurant is one of the busiest in town, I continue to be impressed with the quality of the food and service that your establishment provides. I am also very interested in the community service-based, charitable work your company does.

* Give details of your interest in the company and why you want to join them.
* Include some facts about the company to prove your knowledge and research, e.g. "As the largest supplier of free-range chickens in the Midwest…"
* Mention anything that has contributed to your interest in them, e.g. presentations, job fairs, contact with representatives through previous employment.

Now that I have one year experience, I find myself to be a strong contender for this job. I would love to meet for an interview to discuss my possible future at your company. I can assure you that you will definitely find me qualified for the position. Please expect a call from me in a few days to discuss a possible interview time.

* Request an opportunity for an interview.
* State how you will follow up this application: either wait for their response or if appropriate say that you will telephone in a few days to discuss the matter further. Remember, if you say that you are going to call – DO!
* End politely and graciously and without a fuss.
* Sign the letter with your signature and then list your contact information again.

Thanks for taking the time to consider my application.

Sincerely,

Your Signature

Your Typed Name

Your Street Address

Your City, State, and Zip Code

Your Phone Number with Area Code

Your E-mail

Enclosed: Resume and Reference Sheet