

Your Name
Address
Post Code
Telephone
Email address

Employer Name
Company Name
Address
Postcode

(date)

Dear (insert name),

I have been interested in working for your company for some time and am writing to see if you have any current restaurant staff vacancies. I enclose my CV for your consideration.

You will see from my CV that I have completed the Duke of Edinburgh Award, which helped me to develop an excellent level of team working and leadership skills. Furthermore, throughout school I was given various opportunities of responsibility which helped my personal development, such as when I had the responsibility of buddying S1 pupils. This helped me to develop my communication skills and my ability to interact with others, which are useful skills within the hospitality industry when dealing with customers and staff.

I also contributed to various fundraising activities at school, including bake sales, which helped me both to develop my creativity, time management and problem-solving abilities, and to gain practical skills such as cash handling. I would welcome the opportunity to develop these skills further in a busy restaurant environment.

I believe that I would be a good asset to (insert business name) and that my skills and experience would be benefit your company. I am reliable, punctual and keen to learn new things.

I would appreciate the opportunity to discuss my CV with you and can provide excellent references in support of my application. If you currently have no suitable vacancies, I would be grateful if you could keep my CV on file for future reference.

Yours sincerely,

Your Name