48 St Mary’s Grove

Blackrock

Co Dublin

Ph: 088- 2345987

Mr Brian O’Regan

Human Resources Manager

Intec Medical Systems

Blanchardstown

Dublin 15

RE: APPLICATION FOR POSITION AS RESTAURANT MANAGER

Dear Mr O’Regan

I completed a two year Catering Course at dublin Catering School and I graduated with a distinction.

The course included: Services, Products, Health and Safety, Kitchen Procedures, Operations, Event Planning and Organisation, Finance, Marketing, Distribution, Legislation and more. I would love to work in a restuarant environment, and I wood like to put my new skills into practice. I have worked for several restaurants on a part-time basis and references are enclosed. I have excellent communication and organisational skills and I am able to work well as part of a team and independently. I am particularly drawn to your restaurant because of the quality and service that you provide.

I have organised and managed several events, all of which have been a great success. I was also chairman of the social clubs at college and was in charge of all functions. I work very well under pressure and I am able to adapt to all environment and situations. i am hardworking, honest and I enjoy a challenging environment.

My skills include: working well under pressure, being able to work as part of a team, being creative in organising events, having excellent time management skills, having a good knowledge of all aspects of catering, adhering to given budgets, adhering to health and safety regulations and being very motivated.

I look forward to hearing from you. If you have any queries, please do not hesitate to contact me. I am available at any time of the day on my mobile and via email: lindaprice2@gmail.com.

I am applying for the post of Restaurant Manager as advertised in the Irish Independent, 8th March 2012, and I enclose a copy of my CV.

Yours sincerely

Linda Prince