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Thomas Bell
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30 May 2013

Dear Sirs

I should like to apply for the position of bar tender, as advertised recently. I am qualified in hotel and catering management and, most recently, have been working overseas in a number of seasonal roles while travelling. This experience was invaluable in helping me fine tune my customer relationship skills as I was exposed to many different cultures, foreign language speakers, different age groups and different types of retail outlet. Specifically, I ran a fast food take-away for a period of 6 months where the transaction from order to serving was a matter of minutes, through to working in one of the Capital's finest restaurants where I worked front of house, assisting the sommelier.

I now wish to focus upon one area and I have found that I particular enjoy front of house working in the bar area; I am used to being responsible for ordering, reconciliation and security as well as operating shifts and helping to run the staff rota.

I am available for interview at your convenience, and references are available on request.

I attach my CV and I look forward to hearing from you as appropriate.

Yours faithfully

Clare Brown

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