

Susan Hargreaves

catering porter cover letter example

Dear Sir

Further to your advertisement in the local newspaper for a catering porter, I would like you to consider me for the job. I understand that the duties will involve filling and emptying the dishwasher as required, together with the washing and drying of larger equipment.

I don't have any experience but I believe that the advertisement suggested that it isn't essential. I am happy to carry out other basic kitchen duties, such as the preparation of vegetables and cleaning where necessary.

I am available to work in the evenings and weekends. Although I haven't any experience of working in a restaurant, I have previously helped out with bar work during my gap year, whilst travelling around Europe. I do have references from the owners of two bars and I enclose copies together with my CV which gives details of my educational qualifications.

I am always punctual and work efficiently, and I would be pleased to attend an interview at any time convenient to you. Thank you for taking the time to read my application.

Yours faithfully

Susan Hargreaves

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