To,

 The Human Resource Department

Respected Sir / Madam,

I am currently employed as “Duty Operations Manager at The British Club Bahrain.

Currently I am looking for job in the field of “Hotels and Restaurants / Retail/ Administration / Human Resource and Logistics Department and Recreation Clubs.

To further acquaint you with the specifics of my background I am enclosing my resume.

Please let me know if you any openings in your organization that matches my profile.

I look forward to meeting with you and discussing my qualifications in more detail.

Sincerely,

Entekhab Alam.