Dear Sir/Madam

I am writing in response to your opening for a suitable F&B position/kitchen. I am interested in this position as my skills, qualifications and experience match your vacancy requirements.

I feel confident that my 3year’s solid experience working in the hospitality industry provides me with the capabilities and experience to successfully fulfill this position. Accordingly I have enclosed my resume for your consideration.

I would appreciate an opportunity to further discuss your needs and my application and suitability. Please feel free to contact me to set up a mutually convenient time and date for an interview.

I thank you for your time and consideration and I look forward to hearing from.

Your’s sincerely

Tapan Amiya Swain

Mobile no. 37289900

Place: Kingdom of Bahrain