Sandeep Lala

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I am writing this cover letter to apply for the position with your organization, I am enthusiastic to work with your esteemed team. After reading the job description I am confident that I would be a perfect fit for this position as my experience, skills and abilities precisely match your vacancy requirements. My core strengths include, but are not limited to the following:

v Competent, diligent organized professional capable of handling various F&B tasks with diligence

v Recognized as a proactive individual with personal integrity

v Effective communicator and able to deal with change

v Have an outstanding interpersonal skill & pleasing personality

v Willing to work with a team as well as operate independently

v Adept in computer applications

For additional information about my capabilities please view my enclosed resume. A review of my credentials would demonstrate my comprehensive experience in the Hotel & Hospitality Industry; currently spearheading efforts as F&B Manager. I possess strong commitment to providing the highest level of loyalty and service to the employers, colleagues & hotel patrons; develop and maintain a close working relationship with senior managers; constantly reviewing processes and identifying ways to improve efficiency & service, thereby reducing overall costs. I have consistently exceeded my objectives by capitalizing on my strengths in the areas of F&B, management & planning and successfully augmented revenue by introducing process improvements and controls.

At this stage I am looking forward to exploring the possibility of placement at a senior position with higher responsibilities where I can contribute towards providing effective business solutions. My resume is enclosed for your review and consideration. I would welcome a personal meeting to further discuss your requirements and my ability to meet the same.

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

Yours sincerely,

Regards,

Sandeep Lala

Food & Beverage Manager

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