|  |
| --- |
| Andy Ngo3268 East 8th AvenueVancouver, BC, Canada , V5M 1X86043144322Richard.ngo2712@gmail.com |

**March 18, 2019**

Human Resource Manager

Dear Human Resource Manager:

I am writing to you regarding the job offer at your organization. I am interested in this position because I believe it is the best opportunity for me to improve my knowledge and skills. Confidentially, I will be able to take the challenges from this fast-pace environment.

I am currently hospitality student in Vancouver. I have been taught about the necessity of acquiring professional knowledge and kitchen skills. In fact, as a supervisor of the restaurant at the Holiday Inn North Vancouver, I was tasked with providing professional customer services as well as function management. I am confident that I can bring the energy and my professional work ethics to your environment.

As you will see from the enclosed resume, I have more than3 years of experience in the field of Hospitality Industry. I have a good understanding of running a daily-basis operation from front of house to banquet including the contracting, setting-up the events, food ordering and serving, etc. On the other hands, I possess well communication to commit to personal and professional excellence with your team and customers. My background will certainly help me to provide great service at the workplace.

If you have questions, or if you want to schedule an interview, please contact me at6043144322 or at the email above. I look forward to meeting you to further discuss employment opportunities with your team.

Sincerely,

**Andy Ngo**

Enclosure