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# Example of Room Service Order Taker Cover Letter

85609 Stark Expressway  
Bergeton, MO 47442

**Dear Avery Olson,**

Please consider me for the room service order taker opportunity. I am including my resume that lists my qualifications and experience.

Previously, I was responsible for feedback and suggestions to improve the menu to the Menu Development Coordinator at the corporate office.

My experience is an excellent fit for the list of requirements in this job:

* Able to lift, carry moderate amounts of weight
* Possess complete knowledge of the hotel PMS and POS system as it relates to amenities and guest preferences/notes
* Know all menus and ongoing promotions in the outlet by heart and gives recommendations to guests upon request
* Handles calling Casino Marketing for approval of checks
* Answers room service phone line and takes guest orders following established policy and procedures
* To give special attention to the VIP guest and to provide anything concerning food and beverage items, and inform the Captain about the matter
* Computer literacy and experience in Opera/ FBM / HOT SOS/ Bayan system
* Respond to last-minute requests, and communicate changes to appropriate departments

**Thank you for considering me to become a member of your team.**

Sincerely,

Finley Kerluke