

Banquets Cover Letter

4751 Hermann Overpass North Ronny, NJ 22191-6391

Dear Azariah Dickens,

I submit this application to express my sincere interest in the banquets position.

In the previous role, I was responsible for coaching around new procedures, policies, areas of need, Communicate and enforce policies and procedures.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

- Supervise banquet staff as directed by Conference Services Manager
- Assist Conference Services Manager with the hiring and training of banquet staff
- Oversee all aspects of the daily operation of the hotel's banquets
- Monitor quality of service in the banquets department
- Ensure the training of department managers, supervisors, and associates on SOPs, report preparation and technical job tasks
- Work with the Director of Banquets and keep them informed of issues as they arise
- Manage banquet associates
- Professional & appropriate business appearance and demeanor aligned with the 1 Hotel brand and culture

Thank you in advance for reviewing my candidacy for this position.

Sincerely,

Tyler Fisher