

Mini Bar Attendant Cover Letter

44451 Leana GlenWest Damien, UT 24622-9632

Dear Jordan Will,

In response to your job posting for mini bar attendant, I am including this letter and my resume for your review.

In the previous role, I was responsible for a courteous, professional, efficient and flexible service in order to maximize guest satisfaction.

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

- Department specific training that incorporates bar tech recommendations
- Remove opened or used mini bar items and maintains appropriate mini-bar inventories
- Ensuring mini-bars are properly stocked and maintained at all times
- Obtains & maintains knowledge of services provided by hotel including but not limited to dining and nightlife
- Pick up trays en route back to station, during slow periods, and on designated tray runs
- Assist with monthly inventories and deep cleans of honor bars to ensure quality and cleanliness
- Check refrigerator and baskets in all rooms assigned for private bar items that have been consumed
- Record used items by room number and restock used items in each room

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

Sincerely,

Haven Kassulke