

# Mini Bar Attendant Cover Letter

401 Isobel Gardens Binsland, NM 73575-5881

**Dear Drew Volkman,**

Please consider me for the mini bar attendant opportunity. I am including my resume that lists my qualifications and experience.

In my previous role, I was responsible for general public assistance, instruction and/or guidance for guest and employee safety in fire or other emergency situations.

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:

- Keep room refrigerators, baskets, and storage room clean & organized
- Prepare a monthly inventory of certain items
- Have a pager/radio at all times for immediate assistance of guest's request
- Generate food and beverage requisition orders based on par stock
- Provide excellent service at all time to all of our guests
- Good knowledge of food and beverage in order to assist guests with suggestions and up sell our product
- Do all the side works and preparations of the equipment for the continuation of the operation
- At the end of the shift deliver all checks and report to the appropriate place according to rules

**Thank you in advance for taking the time to read my cover letter and to review my resume.**

Sincerely,

Spencer Jast