

# Mini Bar Attendant Cover Letter

44550 Schneider LakesHandmouth, MO 12961

**Dear Frankie Fritsch,**

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 a pleasant and convenient service atmosphere by greeting guests, responding to all questions and concerns and offering assistance when needed.

Please consider my experience and qualifications for this position:

- Setting and maintaining the Mini Bar environment and material perfectly clean as per side work description
- Following the posted opening and closing duties
- Always carry a master key, bottle opener and door stopper
- Take inventory and restock mini-bars, using the domestic hand-held computers and verifying product dating at all times, prepare guest checks, inspect mini-bars to ensure proper functioning and clean mini-bars when necessary
- Restock mini-bar cart
- Assist supervisor with unloading and putting away orders from the storeroom
- Dispose of trash and straighten office, make keys, exchange dirty glasses and/or utensils for clean ones
- Distribute magazine every 1st week of the month

**I really appreciate you taking the time to review my application for the position of mini bar attendant.**

Sincerely,

Sutton Hamill