

Mini Bar Attendant Cover Letter

4513 Fritsch PrairieYundtside, NE 24991-5437

Dear Armani Kilback,

I am excited to be applying for the position of mini bar attendant. Please accept this letter and the attached resume as my interest in this position.

Previously, I was responsible for excellent service at all time to all of our guests.

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

- Complete work orders on any deficiencies found in the guest room
- Keep guest room secure at all times
- Clear all soiled In Room Dining Trays from rooms to elevator landing
- Maintain predetermined inventory in each guest room's mini bar
- Maintain, track and complete daily worksheet for mini bar stock
- Report mini-bar concerns to management including any guest issues
- Confirm and adjust charges through web interface
- Maintain mini bar storage area in a neat and organized manner including removing trash

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

Sincerely,

Lennon Watsica