

119, Newthorpe Road
Arnold
Nottingham

The Horse and Crown
45, Central Avenue
Arnold
NG5 2YX

28th July 2021

Dear Sir or Madam

Re: Bar Staff Position

I am writing in response to your advert for bar staff on the Caterer.com website on 25th July.

I have just returned to the area having completed my BA in History (2:1) at Coventry University and I am looking for a full-time position. I am a well presented, hardworking individual with flexible availability.

For the last four years whilst studying full time, I have also worked 27 hours/week at a very busy cocktail bar in Coventry. Working within a small team, I have built up mixology skills with a good working knowledge of cocktails and international drinks. I am confident working independently and taking a flexible approach to my duties, proactively doing 'what needs to be done' without being asked.

The bar attracted business clientele and shoppers in the day, with typically a younger crowd in the evening. This built my confidence in dealing with people from different walks of life and I have developed great customer service and interpersonal skills along the way. I have always prided myself in promoting a welcoming atmosphere and serving guests efficiently with the highest standard of beverages and excellent attention to detail.

I am competent with all aspects of the role including cleaning down, cashing up and handling cash, stock and equipment in a secure manner. I am also knowledgeable in health and safety procedure, and capable of training/advising other team members of the same.

I am a naturally outgoing individual that enjoys meeting and socialising with people. Together with my past experience, I believe this makes me a great fit for your vacancy and I hope to discuss the opportunity further with you in person.

I look forward to hearing back from you.

Yours sincerely

Bella Greene