Chiara Rossi 5^A accoglienza 19th October 2018

COVER LETTER.

Via Gorizia, 41

28100 Novara, Italy

19th October

Dear Sirs,

My name is Chiara Rossi and I’m writing you to apply to this very interesting job offer.

I’d like to work as receptionist in the Stafford Hotel in London, because I find very stimulating to work in a 5-star hotel and in a professional environment.

In addition, I am always eager to learn new things to be able to satisfy customers more and more.

As my education, skills, and experience complement to your hotel receptionist job description, and I would like to be considered for this position.

My resume is enclosed with this letter for your review.

My communication and customer service skills make me the perfect candidate for a front desk job as I can maintain a friendly and welcoming attitude with the guests.

Specifically, I am highly skilled in:

* Informing guests about the availability of rooms.
* Making a reservation for the rooms.
* To put the information about the guests in the computer.
* Check-in
* Check-out

Furthermore, during my work placement experience I learned to use the hotel computer management program, like for example the Opera Programme.

During the school I carried out different activities using the office suite package that includes Word, Publisher and Power Point to do slide presentation, Paint, Dropbox to share documents, Google Drive to share documents and to write documents in the group and Weebly to create websites.

I hope you enjoyed my presentation and I hope to have the opportunity to have an interview with you for this job.

Meanwhile, if you have any questions, I will be available at (+39) 3481554487.

Thank you for your time and consideration.

Yours faithfully,

Chiara Rossi.