

## Advertised Vacancy – After

David Gray  
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23<sup>rd</sup> October 2012

Mrs Lucy Watts  
Personnel Officer  
The Grange Hotel  
Manchester  
M17 1BB

Dear Mrs Watts

**Re: Hospitality Manager Vacancy, ref 234hosp**

Please find enclosed a copy of my CV in response to the advert for the vacancy advertised in the Manchester Evening News on 21<sup>st</sup> October 2012.

As you will notice from my CV, I am currently working as Assistant Hospitality Manager at The Reynolds Hotel and Conference Centre in Manchester. I have seven years' experience within the hospitality industry at various levels, including four years in management roles.

This allowed me to develop my skills in a range of areas including food and beverage operations; accommodation management; marketing; conference and event management; financial management; food safety and human resources. This experience, combined with my Foundation Degree in Hospitality Management, has provided me with broad-ranging skills.

As the Grange Hotel is a new venture, I feel that my experience of the whole hospitality operation would be a valuable asset in this role. Building up the client base of Lloyds Hotel in Chester taught me about the particular importance of effective marketing in making a success of a new business. I hope this experience can help The Grange to become one of Manchester's leading hotels.

I am now looking to use these skills and progress to a more senior role. I would welcome the opportunity to discuss my experience with you in more detail and look forward to hearing from you in the near future.

Yours sincerely

David Gray

David's now included the full name, job title and address of the person he's writing to.

By using the recruiter's full name and preferred title (Mrs) David's created a polite and businesslike tone.

All the job details are correct: the job title, where David saw the job advertised and the reference number in the advert. The employer knows exactly which job David is applying for.

David summarises his recent experience. This is a management vacancy, so it's a good idea for him to push his management experience.

The advert asked for someone with a range of hospitality experience. Listing these skills shows how they fit the employer's requirements.

The covering letter is neatly presented in paragraphs and it's all in the same font and text size.

This shows David has read up on the company. He's thought about what the employer is likely to want. He's related his experience to the job, and given specific examples of how he can contribute.

David signs off in the correct way. His letter is to a named person (Lucy Watts) so he uses 'Yours sincerely' instead of 'Yours faithfully'.

The paragraph summarises what David's looking for (promotion and a challenge) and states what he would like to happen next.