

## Pro-Active Human Resource Management – sample letter

### Career Change – Sample Application letter

**Format as per letter writing handout**

(Salutation)

Your name, address and phone number

20<sup>th</sup> December 2008

Mr A Carr  
The New Parmelia  
22 Main St  
Bunbury WA 6230

Dear Mr Carr

#### **Re: Assistant Food and Beverage Manager**

My background in management and customer relations is very relevant to this position, which represents the change in career direction that I have been seeking.

My relevant work history has included: -

- Manager of an national retail chain consisting of 2 shops and 12 staff where I achieved a 25% increase in retail sales and increased staff retention rate to 85% through customer service training for staff and other simple initiatives.
- Assistant Manager of a fast food outlet, supervising 10 staff.
- One-year (part-time) experience in a wine bar as a Barperson and Waiter while attending TAFE.

I am enthusiastic about a career with the new Parmelia chain of hotels and I look forward to a personal interview where I can expand upon my knowledge of customer service, my successes and reasons for wanting a career within the Hospitality Industry.

I am available for an interview at any time and I look forward to hearing from you.

Yours sincerely

Signature and print name

Enc. Resume