

Your Name

Name Your Address

Address Your Tel.:

Your E-mail:

To whom it may concern,

I am a student looking for an interesting and challenging part- time job while I am studying.

As my CV shows, I already have gained some/ lot/ work experience. In the past my experience was focused on marketing/ hospitality/ customer service/ sales. In these jobs, I learned how to adapt to customers' expectations and deal with a wide spectrum of different people.

I have also completed my studies in my home country as _____.

Due to my career ambition to work in the Hospitality industry/ customer service, I am highly motivated to fulfil a challenging role in this field.

With my attention to detail and being driven to work hard I can offer efficient support to your team.

I consider myself to be a quick learner, open-minded and very responsible. I also pride myself on being creative, eager to learn, motivated and flexible.

If you need any further information please do not hesitate to contact me.

I am looking forward to hearing from you soon.

Yours Faithfully,

Your Name