

Zuerst der Cover Letter:

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Lena Weiss  
Level 2, 140 Queen Street  
Auckland, New Zealand  
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## **COVER LETTER**

Position applied for: Catering Assistant

Attn.: The Director of Human Resources

April 26, 2020

Dear Sirs,

I am extremely interested in the above position.

Please find attached my resume for you to review.

I eagerly look forward to the opportunity to discuss my application in full at a mutually convenient time where I can demonstrate my ability and enthusiasm and how I could be an asset to your company.

Yours Sincerely,

Lena Weiss

Und hier ein Beispiel für ein Resume:

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## Lena Weiss

(BILD)

Level 2, 140 Queen Street  
Auckland, New Zealand  
Mobile Nr. 064328618090  
Email address: lena-weiss@mail.de

### CAREER OBJECTIVE

I am currently seeking casual, part time or full time employment within a progressive organisation where I can put my skills and experience to profitable use while developing both professionally and personally.

My objective is to secure a challenging position within the Hospitality or Event industries.

I am able to start working immediately and I am available Monday to Sunday day and night.

I am on a working holiday visa that is due to expire in April 2021.

### SKILL SUMMARY

- Honest and reliable
- Excellent presentation
- Hard working, fast learning
- Attention to detail
- Able to work autonomously or in a team environment
- Friendly but professional
- Flexible and adaptable
- Ability to multitask

### EMPLOYMENT HISTORY

#### **SFH, Munich, Germany**

September 2018 - September 2019

- Marketing Assistant
- Newsletters, slogans, catalogues
- Organising and coordinating events and seminars

#### **Café Le Cerisier, Saint-Tropez, France**

August 2018

- Waitress

