

Zuerst der Cover Letter:

18. April 2020

Abigail Jackson
Human Resources Manager
Bestwork Company Ltd.
Level 4, 260 Seymour St
Vancouver, BC V3H 1H8

Application for Catering Assistant

Dear Ms. Jackson,

I am replying to your advertisement for the position of Catering Assistant as published online on canadianjobs.com.

I believe that I have the qualifications that you are seeking to excel as a Catering Assistant for Bestwork Company Ltd. You mention that you are seeking a candidate that has a minimum of one year of previous experience in the gastronomy. I have two years of gastronomy experience demonstrated by my past role as a waiter. I have also developed extraordinary communication skills during my job as a tourist guide in Munich. My work experience as a waiter combined with my communication skills makes me an excellent candidate for the Catering Assistant Job.

I am extremely interested in the position as Catering Assistant and would welcome the opportunity to work as an integral member for Bestwork Company Ltd. I look forward to the opportunity to discuss my application in full at an interview where I can demonstrate my ability and enthusiasm and how I could be an asset to your company. I can be reached at (382) 447-6713 or lena-weiss@mail.de.

I look forward to hearing from you soon and would like to thank you for taking the time to review my resume.

Sincerely,

Lena Weiss

Und hier ein Beispiel für ein Resume:

Lena Weiss

220 Cambie Street
Vancouver, BC V3H 1H8, Canada
Mobile Nr. (493) 286-8445
Email address: lena-weiss@mail.de

SUMMARY OF QUALIFICATIONS

- 2 years of experience as a waiter
- Fluent in English and German, Intermediate in Spanish
- Self-motivated and reliable worker
- Driver`s License
- Attention to detail, friendly but professional

EDUCATION

2017-2020 Goethe University **Frankfurt, Germany**
Bachelor of Arts Degree - Marketing

2009-2016 Luther Gymnasium **Bayreuth, Germany**
German Higher School Certificate

WORK EXPERIENCE

2017-2018 Marketing Assistant, SFH, Munich, Germany

- Assisted with the Development of Marketing Campaigns
- Organizing and coordinating events and seminars
- Acquired excellent organizational skills

2016-2017 Waiter, Café Le Cerisier, Saint-Tropez, France

- Served food and beverages
- Assisted in table plan organizing
- Developed outstanding customer service skills

2015-2014 Sales Assistant, Zapata, Düsseldorf, Germany

- Worked cash machine
- Handled customer`s questions and provided information on products
- Developed excellent customer service skills

VOLUNTEER EXPERIENCE

2013-2015 Coach, Local Football Club, Munich, Germany

- Trained youth group aged 10-12