

COVER LETTERS

HOSPITALITY, RECREATION & TOURISM

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JANE DOE

4120 Anywhere Lane
Toronto, ON A1B 2C3
Tel: 905.555.5151
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[Linkedin.com/in/janedoe](https://www.linkedin.com/in/janedoe)

May 6, 2016

Ms. Sue Silk, Manager
World Travel
266 Someplace Lane
Toronto, ON S1C 1C1

Dear Ms. Silk:

I am writing in response to your advertisement for a **Travel Agent** position as advertised on the Career Centre Job Portal website. My tourism background and customer service experience make me an excellent candidate for this position.

Attached is my resume for your review. I would like to highlight the following qualifications:

- Excellent organizational and communication skills enhanced through employment as a part time agent
- Strong understanding of geographical locations
- Working knowledge of Sabre and Galileo

I am an enthusiastic and motivated individual who possesses a variety of skills in this field. My aim is to use these skills in a professional environment and to contribute to the success of your agency. I would enjoy being a part of your business and am available for an interview at your convenience. Please contact me at the above email address or telephone number.

Sincerely,

Jane Doe

Jenny Benny
2323 Happy Shadow Lane
Toronto, ON K8I 9O8
Tel: 416-919-9999
Email: jennyb@email.com
[Linkedin.com/in/jennybenny](https://www.linkedin.com/in/jennybenny)

Oct 5, 2016

Mr. R. K. Rocca
Director of Human Resources
City of Thunder Bay
P.O. Box 007, Station B
Thunder Bay, ON M8H 5T6

Dear Mr. Rocca:

I wish to apply for the position of **Program Developer** with the City of Thunder Bay Recreation Department, as advertised on the Career Centre Job Portal website. I have enclosed my resume for your review.

I am a recent graduate of Humber with a Diploma in Recreation and Leisure. My employment experience and training have equipped me with the following skills:

- Strong leadership skills with an emphasis on planning and organizing special events
- Excellent interpersonal, communication and time management skills
- Able to deal effectively with all age groups for program development

As a Program Developer, I am confident that I would contribute to the success of your department. To arrange a mutually convenient time to discuss my qualifications I will contact you later this week.

Sincerely,

Jenny Benny

Kelly Snow
4 Greenman Ave
Richmond Hill, ON M6C 2H2
Tel: (555) 555-5555
E-mail: snow@computer.com
Linkedin.com/kellysnow

June 6, 2016

John Edgar
Sportslink
345 Minden Road
Barrie, ON L6X 2S5

Dear Mr. Edgar:

Betty Sinnett suggested I contact you regarding an employment opportunity with **Sportslink**. She mentioned that you had a new project starting that could utilize my background. I possess the following skills:

- Program planning
- Budget management
- Marketing and special promotions
- Computerized registration systems
- Conversant in Italian

I would like to meet with you to discuss your exciting project and how my skills would benefit your team. I can be reached at the above telephone number or email address. Thank you for your consideration and I look forward to hearing from you soon.

Sincerely,

Kelly Snow

Torey Tore

234 Don Mills Road
Toronto, ON M9B 4F5
416.612.2436
toreytore@rogers.com
[Linkedin.com/in/toreytore](https://www.linkedin.com/in/toreytore)

July 12, 2016

Tom Travel
Area Manager
Unique Tours
61 Tomblin Court
Kitchener, ON K2P 6X3

Dear Mr. Travel:

We met at the Toronto International Trade Show last week and I thought it would be appropriate to follow-up in writing. I believe I can assist your company in coordinating packages that will meet customer needs in quality, service, innovation, and cost.

There is a portfolio attached that I have developed along with my resume, which will provide you with a sample of my work and my experience.

Your booth at the Trade Show inspired me to pursue this tourism direction as I see it as a trend of the future. Please contact me at (416) 612-2436 or by email at toreytore@rogers.com to discuss potential opportunities.

Sincerely,

Torey Tore

Fitness and Health Promotion

205 Humber College Blvd.

Toronto, ON M9W 5LC

416-675-6622

fitness@humbermail.ca

September 1, 2016

Human Resources
Extreme Fitness
125 John St. M5W 4X3
416-555-3323

Dear Hiring Manager:

I am applying for the Fitness Coordinator position at Extreme Fitness posted on the Humber College careers website. I am currently pursuing my Fitness and Health Promotion diploma at Humber College, and believe my strong educational background and professional health and fitness experience qualify me for this job opportunity.

My education and professional background have provided me extensive organizational and managerial experience. For instance, in my internship at GoodLife Fitness I helped to establish the fitness class program, market it, and was closely involved in designing the assessment and prescription exercise system now utilized.

My studies at Humber have given me a comprehensive education in anatomy, kinesiology, management concepts in sport and fitness settings, worksite wellness, fitness assessment and prescription, stress testing, EKG, and athletic training.

I enjoy working in the fitness industry and feel I am most capable of developing great rapport with the people I help. I am reliable and dependable and take great pride in my performance as a professional. I am committed to working hard and seeing the challenges I accept lead to successful outcomes. In addition, I am an energetic team player who works well with co-workers and colleagues.

Thank you for providing this opportunity. I would enjoy being a part of your organizational team and look forward to speaking with you in the near future.

Sincerely,

Fitness Health

Food and Beverage

123 Fake St.
Mississauga, ON L3T 1Y4
905-555-3333
food@humbermail.ca
[Linkedin.com/in/foodandbeverage](https://www.linkedin.com/in/foodandbeverage)

September 4, 2016

Mr. Ken Park
DeSotos
356 St. Clair Ave.
Toronto, ON M4Y 2X2

Dear Mr. Park:

I am writing this application to show my interest in the job position of a Food and Beverage Manager, which was advertised on your company website. I am highly experienced and talented food and beverage professional with an excellent flair and proven success record for business operations. I recently completed my diploma in Food and Beverage Service at Humber College. Attached please find my resume for your convenience.

My background in the industry of food and beverage and the hospitality industries includes marketing and sales of liquors and wines, mixology, beer service, wine and food pairing, coffee and tea service, and restaurant operations. I am very good with coordinating beverage and food services, and I can easily identify areas that need improvement for increased efficiency.

I have comprehensive knowledge about wines, which included European, Australian, African and domestic products. In my recent position with the Humber Room, I had the opportunity to create a complete list of wine selections. During my time with Bistro 990, I managed the beverage and food quality assurance programs for all the catered events. Throughout my complete career I have created and delivered training for the restaurant and hotel staffs on liquors and wines, and their required appropriateness for the occasion.

You will find greater details of my accomplishments and what all I can offer in my resume. Please contact me at your earliest convenience to arrange an interview. Thank you for considering my application and for your time.

Sincerely,

Food and Beverage

Hotel Restaurant Management

226 Memory Lane
Oakville, ON L7L 2M2
905-333-5555
hotelrestaurant@gmail.com

October 29, 2016

Mr. Bob James
Fairmont Royal York Hotel
Director, Sales and Marketing
155 Front St.
Toronto, ON M3W 2X1

Dear Mr. James

Please find my resume enclosed in response to the advertised job position as a **MarketingManager**, posted in the Toronto Star's career section on October 28, 2014. I graduated with a diploma in Hotel and Restaurant Management from Humber College with full honours, and also hold a diploma in Culinary Management from George Brown College.

I have a broad and diverse experience in the hospitality industry, and my achievements reflect a strong ability to accomplish varied and diversified tasks with regard to the overall management, organizing, planning, and directing of the services in a hotel establishment. I am skilled in the planning of catering, accommodation, and other services; marketing and promotion of the hotel facilities; establishing and achieving profit and sales targets; handling customer comments and complaints; supervising supplies, maintenance, furnishings, and renovations; troubleshooting and addressing problems; recruiting staff and supervising training; and dealing with suppliers and contractors, among others.

I have occupied different work positions. For example, at the Comfort Inn, I was promoted from Front Desk Manager to Sales and Marketing Director. Currently, I am the Assistant Manager at the Metropolitan Hotel in Toronto, where I am responsible for quality control, rooms division, organizing, maintenance and housekeeping activities, communications, and room reservations.

I would appreciate the chance to meet with you and discuss your job requirements and my potential contribution to your establishment. Please get in touch with me at a time of your convenience. I can be reached at (905) 333-5555. Thank you for your consideration.

Sincerely,

Hotel Restaurant