

Matteo Buonopane

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19th October 2014

Chris Brett
General Manager
BreakFree Heritage Hotel
Little Bourke Street
Melbourne 3000

Assistant (Duty) Manager

Dear Mr Brett

I would love the position of Assistant (Duty) Manager at BreakFree Heritage Hotel where I could use the knowledge and skills built up over 20 years in the accommodation industry to provide excellent customer service to your guests.

With this experience, I will bring to the position:

- Commitment to excellence in customer service
- A very strong work ethic; conscientious, reliable and responsible
- Experience of working autonomously and as a member of a team
- The ability to analyse situations and to use lateral thinking to solve problems quickly

I enclose my résumé which will provide further details of the skills and experience that I would bring to the position and an insight into my determination to make sure that the job is done properly.

Yours sincerely

Matteo Buonopane