Maria da Silva

4321 Marlbourough, Dublin 1 – Ireland

99999999

maria@email.com

Mr John Smith

Manager at 123 Coffee

1234 Capel St, Dublin 1 – Ireland

Dear Mr. John Smith

# I am writing to express my interested in the available position, as advertised in your establishment,. The attached résumé explains in details my qualifications.

I have a PPS number, a stamp 2 visa and already have a bank account. I’m available for mornings, night and overnight shifts, including on weekends.

For the past six years I have worked in different companies in many positions and in a similar positions like the one you are offering. During the time I lived in New York, for example I worked at a bistro, acting as a kitchen porter and waiter helping in the food preparation, washing the dishes, helping in the cashier and serving the clients for 6 months.

I am well organized, honest, determined, willing to work hard and learn new professions. I have a good time management and sales skills. Customer’s satisfaction is my orientation and naturally I accept challenges even when I am under pressure. I believe that I can I can handle with the job requirements.

 I hope that I get a chance for an interview session, this job will be really important for me and my career. Feel free to contact me anytime for further information. Thank you for your consideration.

Sincerely,

Maria da Silva