

Plot Number 1 Amavula Mushandike Mashava
Masvingo
2 November 2025

The Human Resources Manager
HR4000/2025
Email: cvsrecruitment148@gmail.com

Dear Sir/Madam,

Re: Application for a Position in Your Retail Restaurant Chain advert HR4000/2025

I am writing to express my interest in the advertised vacancies within your busy retail restaurant chain. I am confident that my academic background, skills, and personal attributes make me a suitable candidate for your team.

I possess a minimum of five O-Level passes, including English Language and Mathematics. In addition, I have developed strong communication, analytical, and computer literacy skills through both my education and previous work experiences. I am particularly adept at written and verbal communication, and I take pride in my attention to detail, adaptability, and commitment to delivering excellent service in a fast-paced environment.

I am a quick learner with a strong sense of teamwork and professionalism. My goal is to contribute positively to your organization by upholding high standards of efficiency, customer satisfaction, and operational excellence. Having a Diploma in Purchasing and Supply Management qualifications further enhances my readiness to take on responsibilities and grow within your establishment.

I would be grateful for the opportunity to discuss how I can contribute to your team's success.

Thank you for your time and consideration. I look forward to your favourable response.

Yours faithfully,
Kaneesha Rutendo Zhou