203 Elmwood Avenue

San Jose, CA 10462

April 22, 20XX

Sara Costanza

Personnel Director

Liberty International, Inc.

Lansdowne, PA 24153

Dear Ms. Costanza:

Please consider my application for a junior management position at your Lake

Geneva resort, as advertised in the April 19 Philadephia Inquirer. I will graduate

from San Jose City College on May 30 with an Associate of Arts degree in hotel

and restaurant management. Dr. H. V. Garlid, my nutrition professor, described his

experience as a consultant for Liberty International and encouraged me to apply.

As you can see from my enclosed résumé, for two years I worked as a part-time

desk clerk, and I was promoted to manager, at a 200-unit resort. This experience,

combined with earlier customer relations work in a variety of situations, has given

me a clear and practical understanding of customers’ needs and expectations.

As an amateur chef, I’m well aware of the effort, attention, and patience required

to prepare fine food. Moreover, my skiing and sailing background might be assets

to your resort’s recreation program.

I have worked hard to hone my hospitality management skills. My experience,

education, and personality have prepared me to work well with others and to

respond creatively to challenges, crises, and added responsibilities.

If my background meets your needs, please phone me any weekday after 4:00 p.m.

at (555) 316-2419.

Sincerely,

James D. Purdy

James David Purdy

203 Elmwood Avenue

San Jose, CA 95139

Phone: (555) 316–2419

Email: [jpur@valnet.net](mailto:jpur@valnet.net)

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| Objective | Customer relations for a hospitality chain, leading to management. |
| Education  2007-2009 | San Jose City College, San Jose, CA  Associate of Arts Degree in Hotel and Restaurant Management,  May 2009. Grade point average: 3.25 of a possible 4.00. All  college expenses financed by scholarship and part-time job  (20 hours weekly). |
| Employment  2007-2009  2006–2007  2005–2006  2004–2005 | Peek-a-Boo Lodge, San Jose, CA  Began as desk clerk, promoted to desk manager (part-time) of this 200-unit resort. Responsible for scheduling custodial and room service staff, planning conventions, and handling customer relations.  Teo’s Restaurant, Pensacola, FL Beginning as waiter, advanced to cashier and finally to assistant manager. Responsible for preparing weekly payroll, making banquet arrangements, and supervising dining room and lounge staff  Encyclopaedia Britannica, Inc., San Jose, CA Sales representative (part-time). Received top bonus twice.  White Family Inn, San Luis Obispo, CA Worked as bus-person, then server (part-time). |
| Personal | Awards Captain of basketball team, 2005; Lion’s Club Scholarship, 2007. Special Skills Speak French fluently; expert skier. Activities High school basketball and track team (3 years); college student senate (2 years); Innkeepers’ Club—prepared and served monthly dinners at the college (2 years). Interests Skiing, cooking, sailing, oil painting, and backpacking. |
| References | Available on request |