Hyatt Regency Manchester

Manchester

11 June 2025

Dear Hiring Manager,

My name is Kit Yi Calesa Hong, and I am writing to express my strong interest in the waitress-casual position at Hyatt Regency Manchester. With over three years of hands-on experience working in breakfast service in Manchester, I am confident in my ability to contribute positively to your team.

I am highly skilled in managing all aspects of the breakfast buffet, including quantity control, food quality, hygiene standards, and guest service. I understand how important it is to cater to a wide range of guests with professionalism and a welcoming attitude. A friendly smile and positive demeanor are always my priority when greeting guests.

Working independently is something I am very comfortable with, and I believe that clear communication with colleagues is essential to delivering a smooth and enjoyable breakfast experience. I’m proud to share that I recently received a very positive review on the hotel website for my work during breakfast service.

I have a strong record of reliability—I am never late or absent from my shifts and am always willing to have weekend work and work overtime when needed. Beyond breakfast, I also have experience in bar service, handling food and drink orders, managing delivery procedures, and supporting lunch and dinner buffets as well as meeting room setups.

Thank you very much for considering my application. I would be delighted to further discuss how I can contribute to your team and bring exceptional service to your guests.

Sincerely,

Kit Yi Calesa Hong