Andrea **Jared**

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Dear Sir or Madam,

I am a motivated professional with management proficiency and extensive Front of House Management experience. Recently, I learned of your companies opening for the hospitality role and I was compelled to contact you with my interest. I believe that my professional background and industrialist drive make me an ideal candidate for this opportunity.

As a person who thrives in high-pressure and fast-paced situations, I strive for positive results through the application of my abilities in leadership and Proffesionality. Additionally, I possess expertise in problem solving and an aptitude for optimizing performance and motivating colleagues. In any position, I am able to visualize success and identify innovative and effective strategies for achieving it.

I have artfully balanced workplace objectives and productive relationships, inspiring strategies and insightful suggestions to achieve a competitive business edge. My communication and decision-making strengths have enabled my professional growth.

I have enclosed my resume for your review. I will try and contact you within the week to discuss the next steps in your hiring process. I appreciate your time and consideration of my candidacy to become part of your team.

Sincerely,  
Andrea Jared