
ARABIA SARAH (17)

Rue du Petit Mont 40
4100 Seraing
Belgium



Covering Letter ; Receptionist

I am writing in reply to your advertisement that I saw this morning and I think I'm the one you need for sure !

I would like to apply for the position of receptionist in your hotel.

I am a friendly and smiling person (even though I'm having a bad day)

I can work under pressure and I'm able to do more than one thing at time.

I am also willing to work for long hours and I can speak clearly on the phone.

I have experience to deal with money and meet some people because I worked in a shop and as a hostess in a bar.

Please find enclosed a copy of my CV. If you need more informations about me, let me know ! I am available for an interview whenever you want, I'll answer all of them.

I look forward to hearing from you, see you..

Sincerely

Sarah ARABIA

Student



PHONE NUMBER: 0498804308

CONTACT ME:
sarah-arabia@live.fr