

Trisha Sinclair

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[date]

Iris Narajaya

Manager
Green Cafe
14 Polygon Avenue
Liverpool NSW 2170

Dear Ms Narajaya

Re: Casual and Part-time Waitressing Roles, Green Cafe

Thank you for speaking with me on the phone this morning. As discussed, I am writing to submit my details for casual and part-time waitressing roles at Green Cafe. I'm a Year 10 student at Carlingford High School and would be available to work shifts all weekend and after 3.30 pm on Mondays, Wednesdays and Thursdays.

In the past I have enjoyed dining at the Green Cafe and admire the efficient, friendly and polite staff there. I believe my friendly and approachable nature and my strong work ethic would make me a valuable addition to the team.

I am a good communicator, have initiative and am cool-headed in stressful situations. I'm also a team player, as demonstrated by my achievements in the school netball team. My ability to speak conversational French may be of use with your customers.

I have attached my resume and am available to attend an interview when it suits you.

I look forward to the opportunity to discuss how I can contribute to your team.

Yours sincerely

[sign here]

Trisha Sinclair
