

Your Name
Address
City and Country
Email

Insert date you are applying

RoomServiceCanada.ca
400 - 1207 Douglas Street
Victoria, BC
V8W 2E7
Canada

Attention: Christine Stoneman

Dear Mrs. Stoneman

Application for employment as a (insert the job you want to do in Canada)

What job would you like to do and where do you want to work?

Example: I would like to apply for the position of Room Attendant. I would like the opportunity to work in a hotel in Victoria, BC.

What experience do you have – list duties at last job(s).

Example: I have worked in a hotel for 4 years and was responsible for cleaning guest rooms. This included tasks such as making beds, cleaning the bathroom, and replacing room supplies. I have also worked with room service taking guests' orders and delivering meals to their rooms.

Give an example of your qualifications to do this job.

Example: I have graduated with a diploma in hotel and restaurant management. I have also attended several seminars including bartender training and kitchen operations.

Give a summary of what you think you are good at doing in the hospitality industry.

Example: I have very good customer service skills and enjoy working with guests to assist them in any way. I am enthusiastic, outgoing and motivated to provide professional service to hotel guests.

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Thank you for considering me for a **(insert position)** position. I look forward to hearing from you soon.

Yours truly

Jane Doe

Note: Do NOT include information about your family or other personal issues, as this information is not necessary.