**Le Nhut Hao**

No..., Nguyen Gia Thieu, District 3, HoChiMinh city

M: 0912345xxx

Email: lenhuthao@gmail.com

11th May 2022

**Mrs Nguyen Nhu Quynh**

Human Resource Manager

…. HOTEL

xx Hang Buom Street, Hoan Kiem, Ha Noi

Dear Mrs Nguyen Thu Thuy,

Through your information in ..., I have been known that you are looking for a Restaurant Manager of your hotel. I offer service for this position. I give below particular regarding my qualification and experiences for your consideration.

I graduated from Hanoi University of Social Sciences and Humanities with major: Tourism. I have …. years of experiences in managing restaurant for resort and hotel. With my responsibilities have included: setting up, training employees and operating restaurant action and business. Please find more details about qualifications in my CV.

It woud be great chance for me to work in such potential company like your. I should be very grateful for your favourable consideration of my application and available an interview at your convenience.

Yours truly,

Nguyen Nhu Quynh